**SAMSUNG**

# User's Guide

# Samsung Facsimile

## SF4500

**SAMSUNG**

**ELECTRONICS**
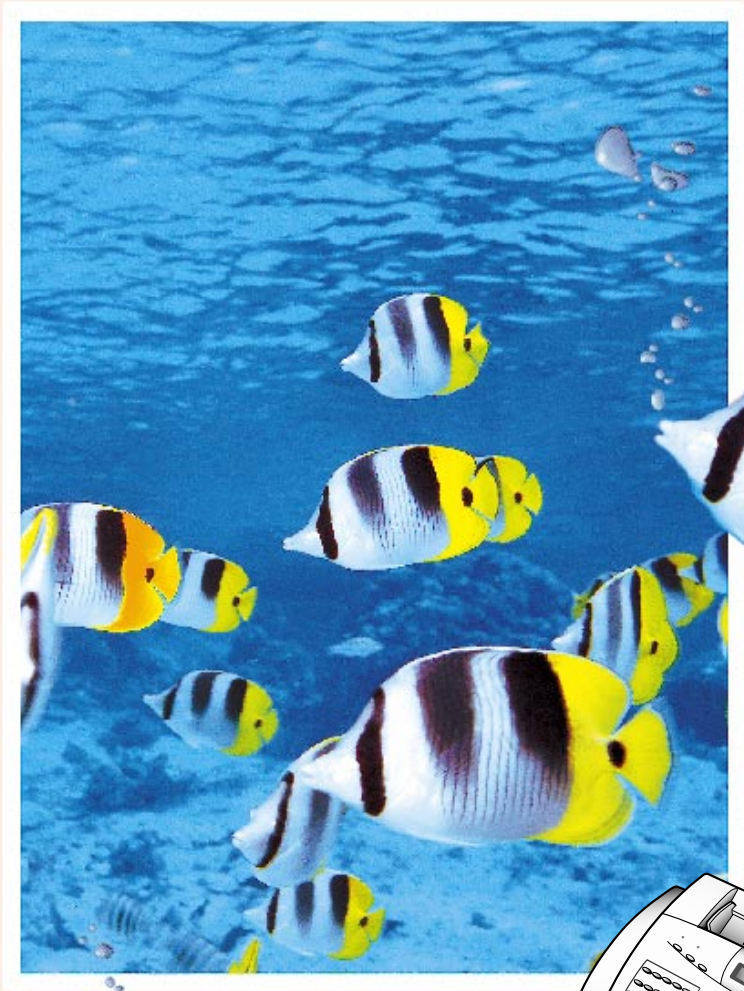
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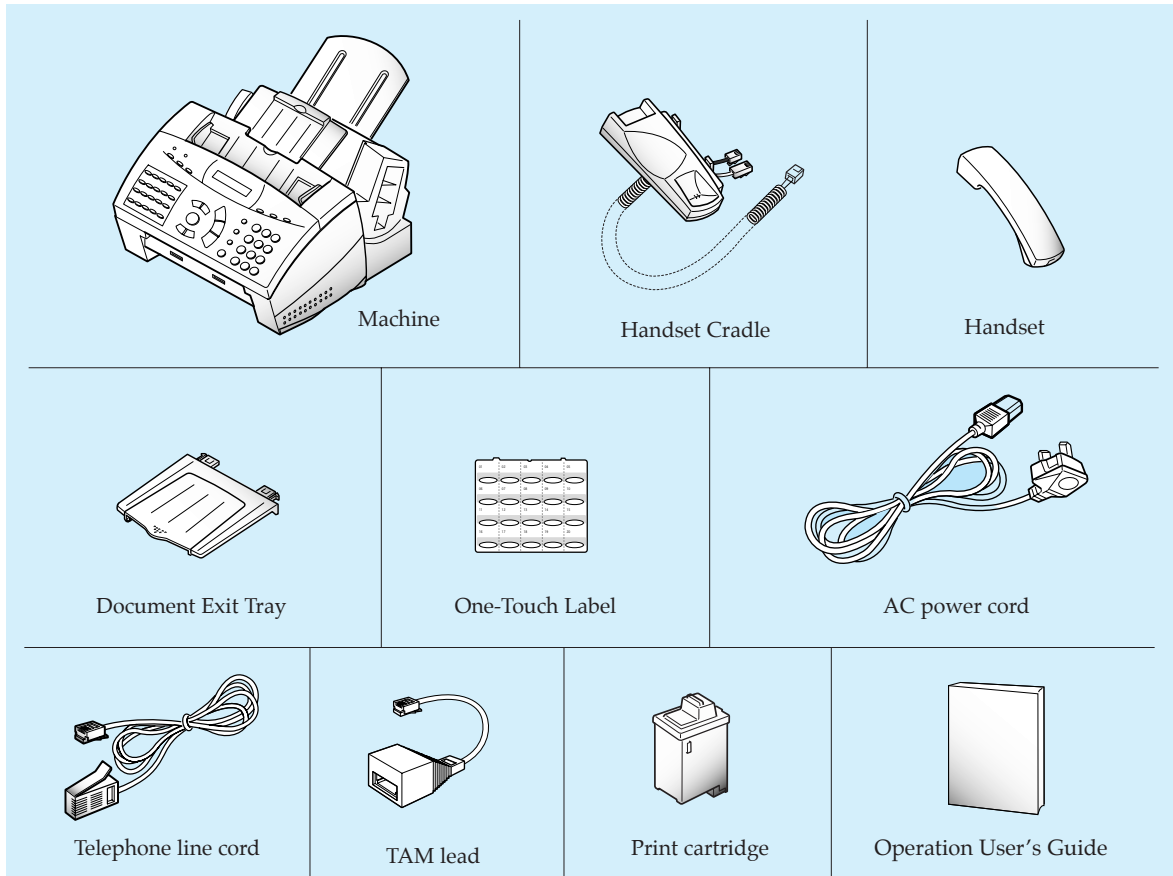
# Locations and Functions

Take a moment to familiarize yourself with the main components and understand their functions.

## Front View

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For Service only

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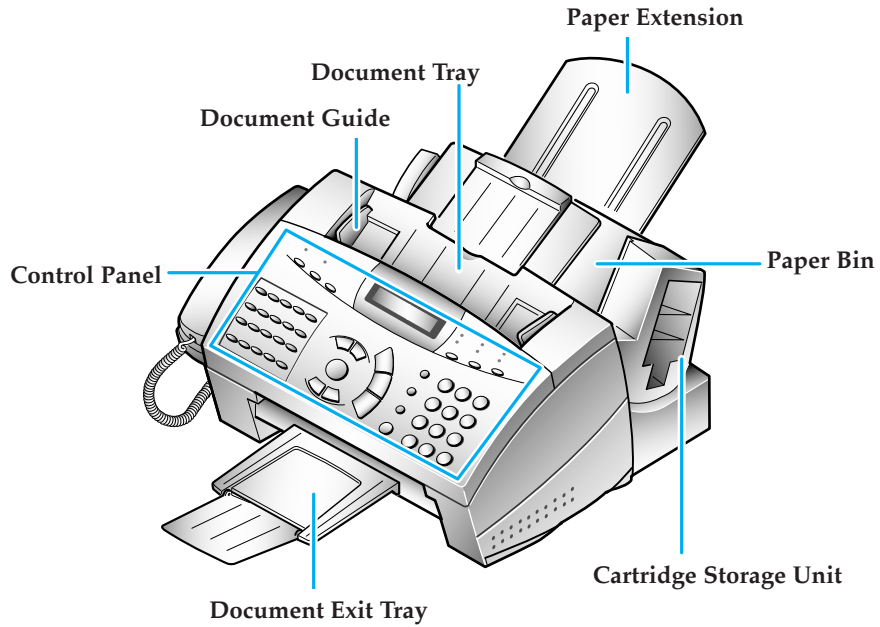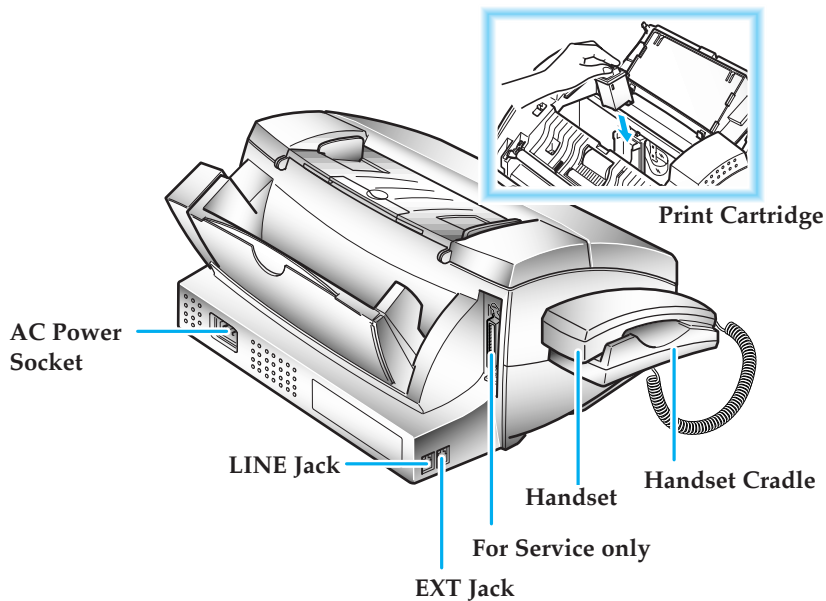
*Your machine may look slightly different a the illustration.*

Set Up Your Machine   **1**.3

## Choosing a Location

To help guarantee trouble-free operation of your machine, place it on a flat, stable surface near your workstation. Leave enough space to allow for easy paper loading, paper exit and opening the front cover.

Do not place your machine:

- In direct sunlight.
- Near heat sources or air conditioners.
- In dusty or dirty environments.

## Setting Up Your Machine

*Handset and Handset Cradle*

**1. Plug one end of the coiled cord into the jack on the handset.**
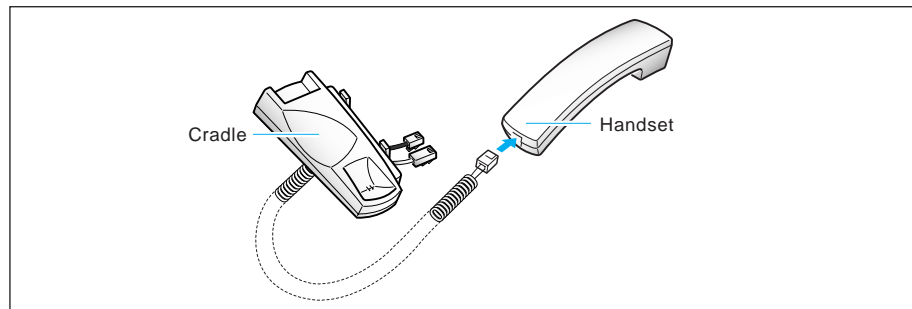


**2. Plug the cradle's modular cords into the modular jacks on the left side of your machine.**

Attach the handset cradle to the main body. Insert the two tabs of the cradle into the slots on the left side of the main body as shown, and push it up.
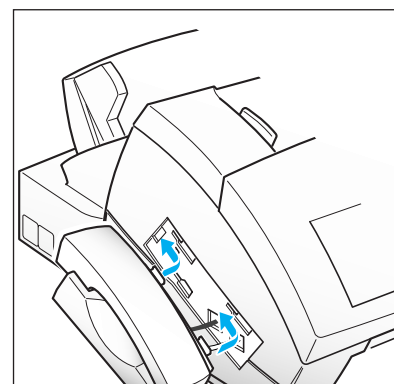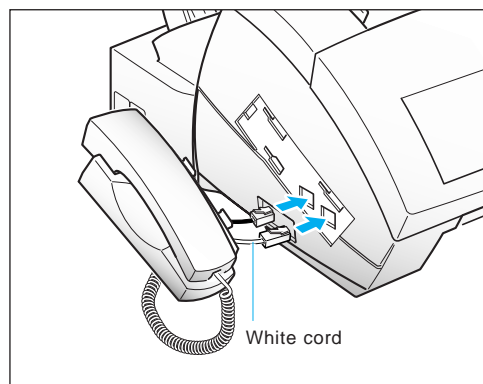
*If you want to remove the handset, slide it down, then take it out.*
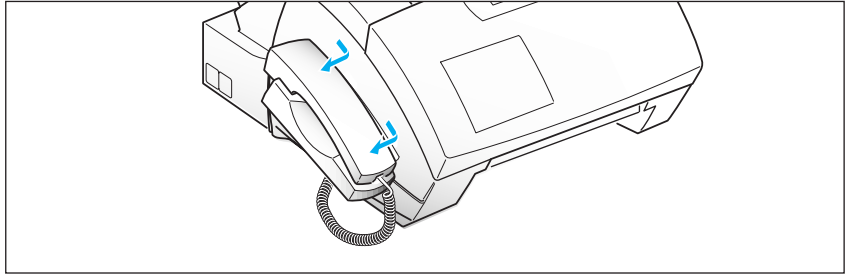
### *Document Tray*

**3. Pull the document tray upward.** Fold out the extender on the document tray, if necessary.
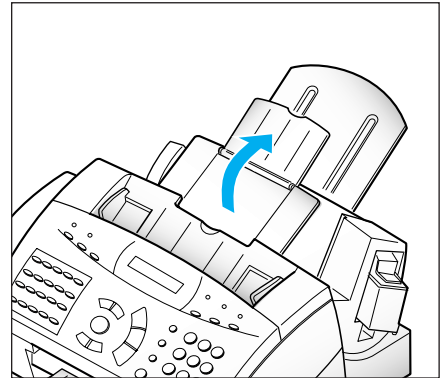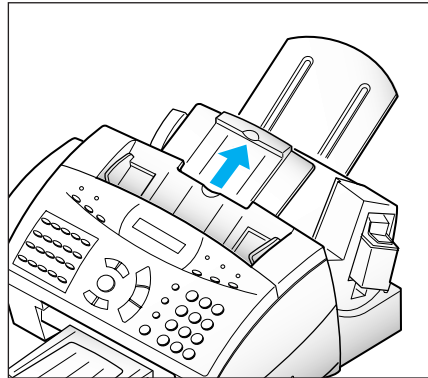
### *Document Exit Tray*

**4. Insert the two tabs on the document exit tray into the slots on the front of your machine.** Fold out the extender, if necessary.

Document exit tray

Extender

*Connection Diagram*



AC power cord
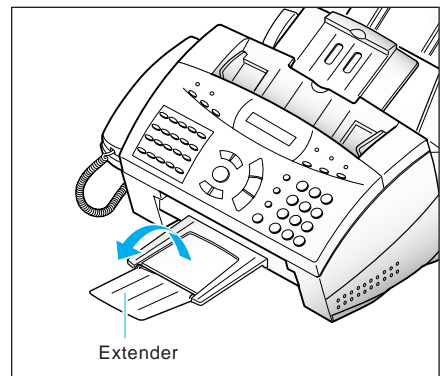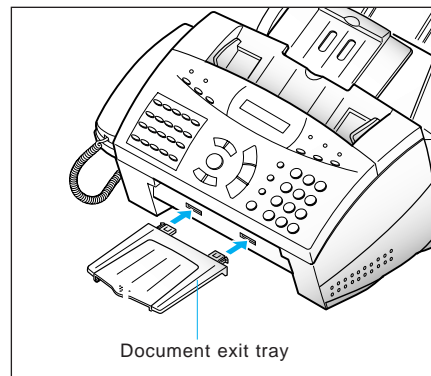
Extension phone
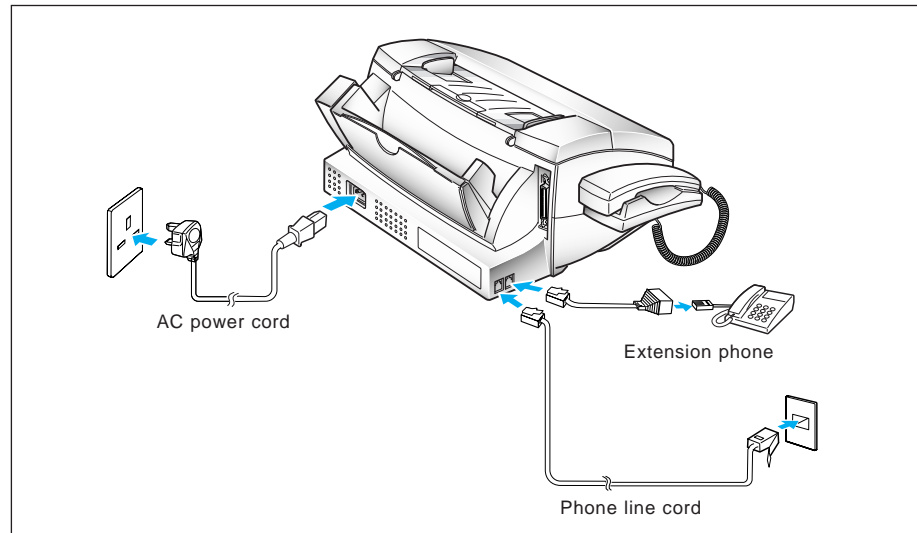
Phone line cord

*Telephone Line*

**5. Plug one end of the telephone line cord into the LINE jack and the other end into a standard phone wall jack.**
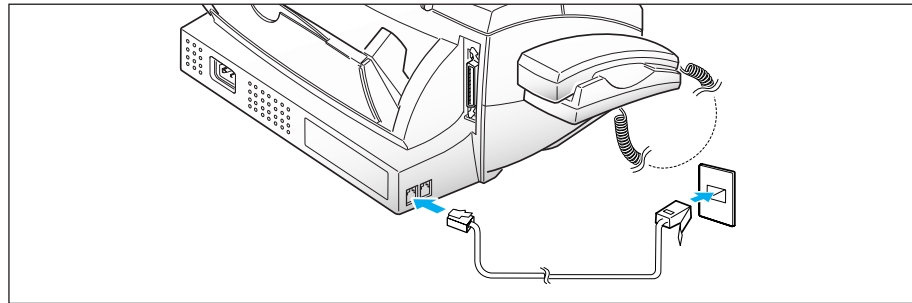


*Extension Phone*

**6. If you want to use a regular phone or answering machine with your machine, connect the phone.**

Plug the cord of your extension phone or answering machine into the TAM lead and plug the other end of the TAM lead into the socket marked EXT on the left side of the machine.



TAM lead
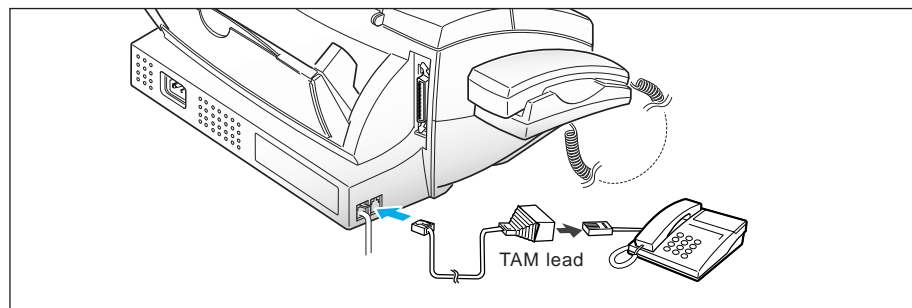
*AC Power Cord*

**7. Plug one end of the cord into the back of the machine and the other end into a standard, grounded 3-pin AC socket (220~240V, 60Hz).**

The machine turns on. All lamps on the control panel light up and the display shows 'POWER INITIAL !! PLEASE WAIT'. If there is no cartrige installed, or no paper, the display shows 'NO CARTRIDGE' or 'NO PAPER'.

If you want to turn the machine off, unplug the power cord.
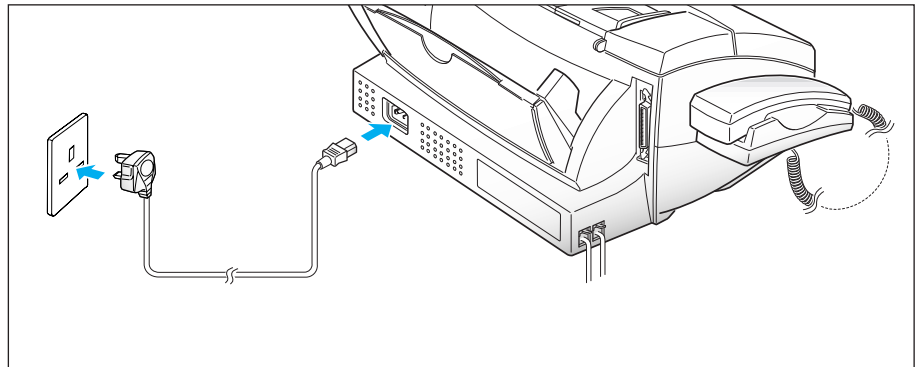
# Installing Print Cartridge

When the machine is powered up without the print cartridge installed, the display shows 'NO CARTRIDGE '.

**1. Press the Cartridge button to move the cartridge carrier to the install position.**

**2. Lift the control panel ① and open the cartridge compartment cover ②.**



Cartridge compartment cover

Control panel
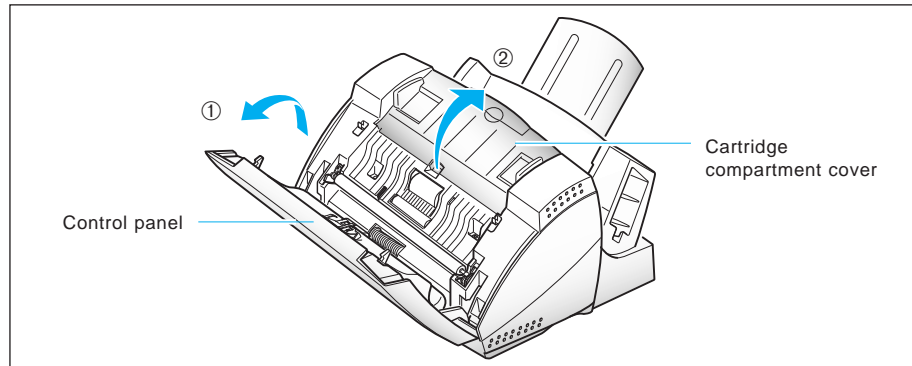
**3. Remove the new print cartridge from its packaging. Hold the print cartridge by the black areas or coloured top only.** Do not touch the copper area.

Carefully remove the tape covering the printhead. Be sure to remove all the tape.



copper area
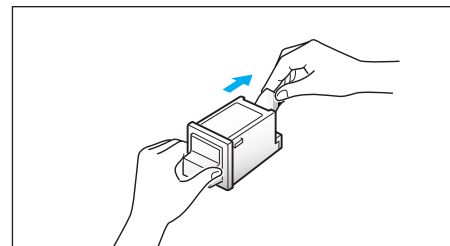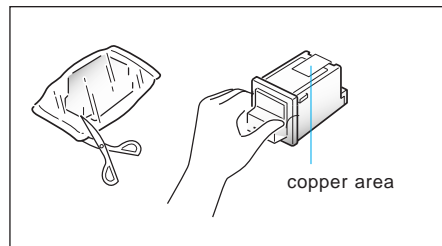
**4. Insert the print cartridge into the carrier.**
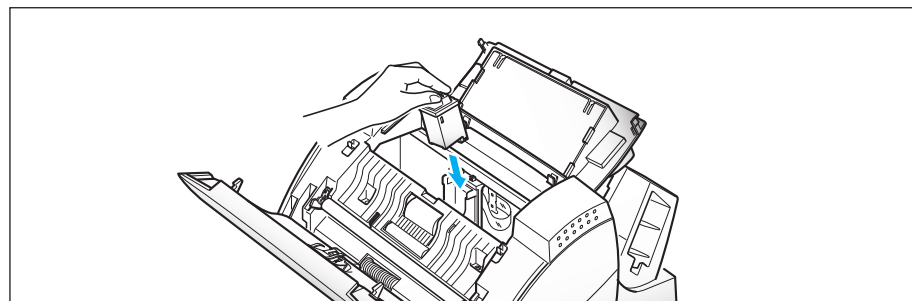
5. **Push the cartridge firmly in the direction of the arrow until it clicks into place.**
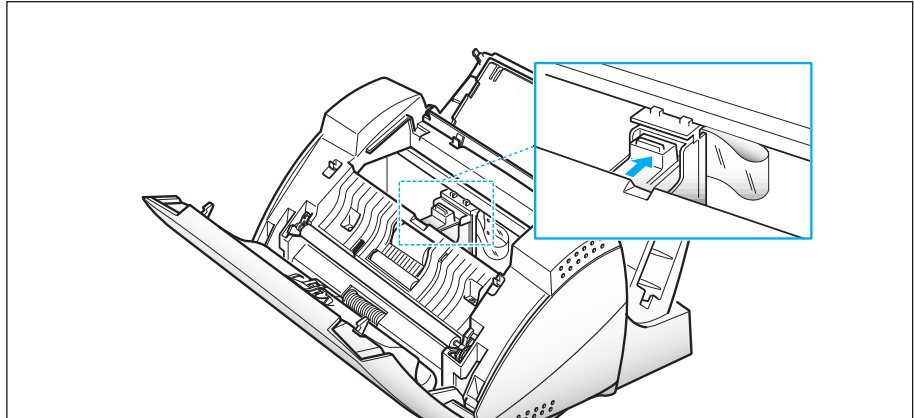


6. **After installing the print cartridge, close the cover and replace the control panel.**

7. The display shows 'THE CARTRIDGE IS  1.NEW 2.USED'. **Choose 'NEW' by pressing the 1 button, or by using the ◄ or ► button, and pressing Enter.**

   The display shows briefly 'MONO INSTALLED'.

### Storing a Print Cartridge in the Storage Unit

The print cartridge storage unit provides a convenient place to store an extra black print cartridge, and prevents an opened cartridge from drying out.

*To store a print cartridge in the storage unit :*

**Insert the print cartridge into the storage unit, and slightly push it down.**

The storage unit prevents the print cartridge from drying out while providing easy access to it.
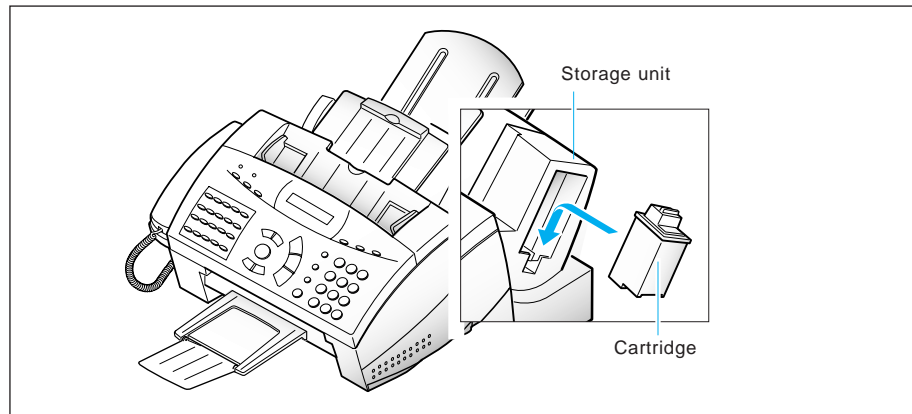


*To remove a print cartridge from the storage unit :*

**Push the cartridge slightly down and pull it toward you.**
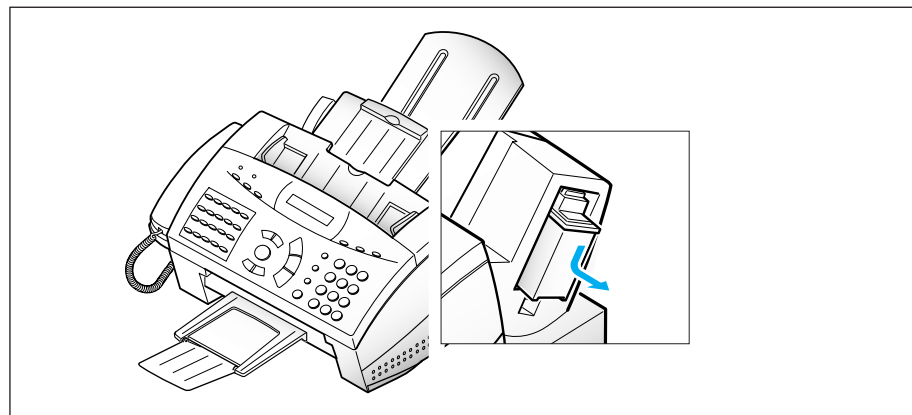
# Loading Paper

The display shows 'NO PAPER' when paper is not loaded. You can load approximately 130 sheets of paper.

**1. Pull the paper extension on the paper bin all the way up.**

Paper extension
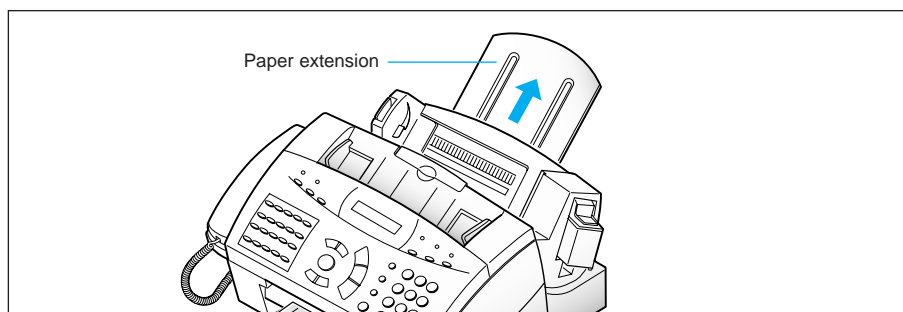
**2.  Fan and insert the paper, with the print side facing you.**
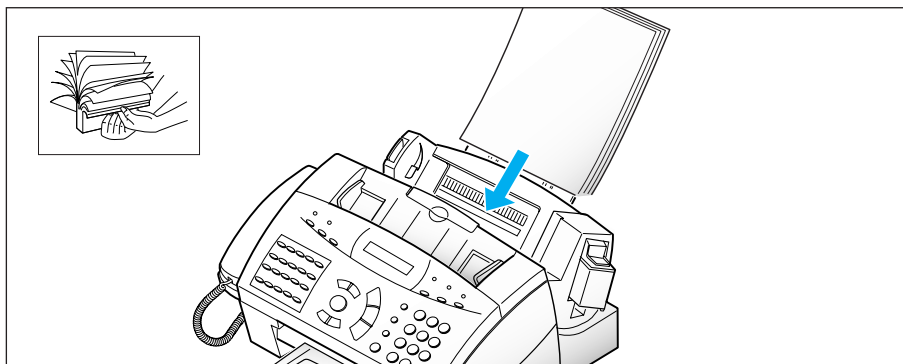
**3. Squeeze the left paper guide and move it to the right, to match the width of the paper.**

Paper Guide
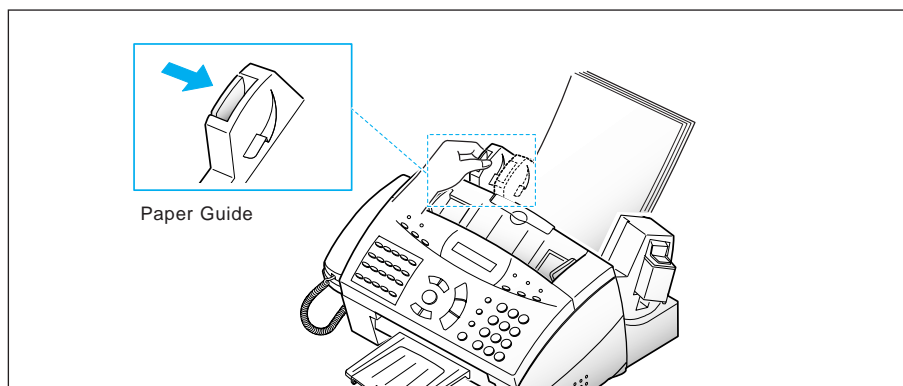
# Running Self Test

Each time you install a new print cartridge, run the self test to check if the printer mechanism is functioning properly.

1. **Press Menu, then press Self Test on the One-Touch keypad.** The machine prints out a test pattern.

2. **Examine the test pattern and look for a break in the diagonal line.**

   A broken line shows any clogged nozzles. Run the self test again.

   If the diagonal lines are not broken, and the black bars are clear, the printer mechanism is functioning properly. See the sample pattern sample below.

*Sample Test Pattern*
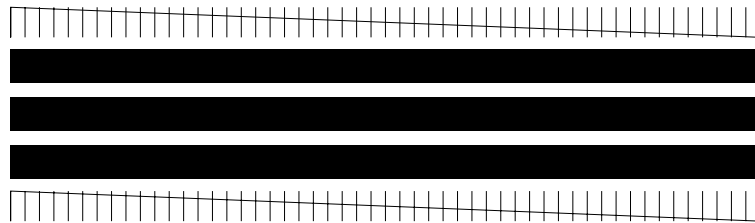
Black cartridge

# System Setup

In this mode, you can adjust the ringer volume, and set the home position of the contrast and resolution.
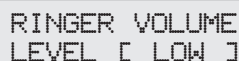
## Adjusting Ringer Volume

You can adjust the volume of the ringer to the desired volume:

1. **Press Menu, then press System Setup on the One-Touch keypad.** The display shows 'RINGER VOLUME?'.

2. **Press Enter, then use ▼ or ▲ to choose the desired volume of the ringer.**

   The ringer sounds and the display shows the selected volume: HIGH; MED; LOW; OFF.

   Choosing OFF turns the ringer off. The machine will work normally even if the ringer is set to off.

   ```
   RINGER VOLUME
   LEVEL [ LOW ]
   ```

3. **Press Enter when the desired volume level is selected.** The display shows the next setup menu 'HOME SETTING ?'. For details on 'Home Setting' menu, see below:

4. **To return to Standby Mode, press Stop.**

## Setting Home Positions for Resolution and Contrast

The contrast and resolution lamps on the control panel can be set to their most frequently used positions. Whenever a document is loaded in your machine, the home contrast and resolution lamps will turn on. Contrast and resolution can be changed for individual operations by pressing the **Contrast** and **Resolution** buttons until the desired mode lamp is lit.

1. **Press Menu, then press System Setup on the One-Touch keypad.** The display shows 'RINGER VOLUME?'.

2. **Press ▼ or ▲ until you find 'HOME SETTING?'.**

3. **Press Enter.** The display asks you to choose the resolution or contrast.

```
1.RESOLUTION
2.CONTRAST
```

4. **Press 1 to choose 'RESOLUTION'. 2 for 'CONTRAST'.** You can also choose the mode by pressing ▼ or ▲ and **Enter**. The display shows the current mode.

5. **Press ◄ or ► repeatedly until you find the desired mode.**

   HOME RESOLUTION
   • STANDARD – use with most documents.
   • FINE – default resolution settings and should be used for documents with fine detail, or small print.
   • SUPER FINE – originals with extremely fine detail.

   HOME CONTRAST
   • NORMAL – use with documents of average or normal contrast.
   • DARKEN – use with documents with low contrast or light images.
   • LIGHTEN – use with documents with high contrast or dark images.
   • PHOTO – for obtaining maximum image quality with documents that contain pictures or photographs with shades of grey.

6. **Press Enter.** The display asks you to choose RESOLUTION or CONTRAST.

7. **If necessary, repeats steps 4 and 5. To return to Standby Mode press Stop.**

## Adjusting Speaker Volume

1. **Press OHD to adjust the speaker volume.** If you cannot hear dial tone, check the phone line connection.

2. **Press ▼ or ▲ repeatedly until you find the desired loudness.** The display shows the current volume level.

3. **After choosing the desired volume level, press OHD.**

# Setting Date and Time

The current date and time are shown in the display when the machine is on and ready for use (Standby Mode). The date and time are printed on all faxes you send.

1. **Press Menu, then press Date & Time on the One-Touch keypad.** The display asks you to choose a date format.

```
SET DATE FORMAT
1.U.K.   2.USA
```

2. **Choose the desired date format by pressing 1 for U.K., or 2 for USA.** You can also choose the format by pressing ◄ or ►, then **Enter**.

   If you select USA, the date format will be displayed as MMDDYY. The U.K. will be displayed as DDMMYY.

   The display shows the current set date and time.

```
DD-MM-YY HH:MM
07-07-98 10:30
```

3. **Change the date and time by pressing ◄ or ► to move the blinking cursor under the number you want to change, and enter the correct number using the number keypad.**

   DD (Day)        = 01~31
   MM (Month)      = 01~12
   YY (Year)       = two digits
   HH (Hour)       = 00~23
   MM (Minute)     = 00~59

4. **When the date and time are correct, press Enter.**

   If you enter an invalid number, the machine beeps and doesn't proceed to the next step. If this happens, just reenter the correct number.

   The display shows the date and time you have set, then returns to Standby Mode.

## Setting System ID
## (Your Number and Name)

The System ID will be printed at the top of each page sent from your machine.

1. **Press Menu, then press System ID on the One-Touch keypad.** The display asks you to enter the telephone number.

   If there is a number previously registered, the number appears.

2. **Enter the telephone number (up to 20 digits) to which your machine is connected.** You can enter alphanumeric characters using the number keypad, and include special symbols such as +, -, by pressing **0** repeatedly.

   For details on how to use the number keypad to enter a number or letter, see page 2.4.

   If you want to enter the same number or letter in succession (e.g. 55, 777, AA), press one digit, then move the cursor by pressing ▶, and enter the next digit.

   If you make a mistake, press ◀ or ▶ to move the cursor under the wrong digit. Then enter the correct number to change or press **Delete** to delete the number.

   To insert a space, you can also use ▶ to move the cursor to skip the position.

3. **Press Enter when the number in the display is correct.** The display then asks you to enter your ID (name).

4. **Enter your ID name (up to 40 characters) as described above to enter a number, then press Enter.**

# 2

# *Operation*

## Control Panel

**LCD Display**
The display shows the current status of your machine and guides you through various tasks using a menu system for each operation.

**Busy Lamp**
Flashes while receiving fax.

**Alarm Lamp**
Lights when something is wrong.

**Cartridge**
Use to replace the print cartridge. The button permits you to position the print cartridge carrier so that you may easily remove or replace the print cartridge.

**Delete**
Use to delete digits in the edit mode.

**Search**
Search for numbers in memory (for details, see page 2.31).

**One-Touch Dial and Special Function Buttons**
Call most frequently used numbers with one button (See page 2.27 for information on how to store numbers). Also, use these buttons with the **Menu** button to set up special functions or print lists.

**▼ and ▲** (Volume)
Display the next or last menu item. Also, use to adjust speaker volume.

**Menu**
Choose special functions.

**◄ and ►**
Move cursor left or right through the display.

**Stop**
Stop an operation at any time.

**Copy**
Copy a document.

**Start/Enter**
Start a job. Also use to activate the selection shown in the display.

**Rcv.Mode** *(Receive Mode)* **and Lamps**
Choose the receive mode you want to use. See page 2.19. The lamps will light to show which setting you have chosen. When both lamps light, you are in Ans/Fax mode. When no lamps are showing, you are in Tel mode.

**Resolution Button and Lamps**
Choose the resolution.
Fine is preset at factory.
See page 2.8. The lamps will light to show which setting you have chosen. When both lamps light, you are in EXPRESS mode.

**Contrast Button and Lamps**
Choose the contrast when sending or copying documents. See page 2.8. The lamps will light to show which setting you have chosen. When both lamps light, you are in Photo mode.

**Number Keypad**
Use to dial numbers manually or to enter letters. See page 2.4.

**Speed**
Dial calls and send fax documents by entering a 2-digit number. See page 2.29 for information on how to store numbers.
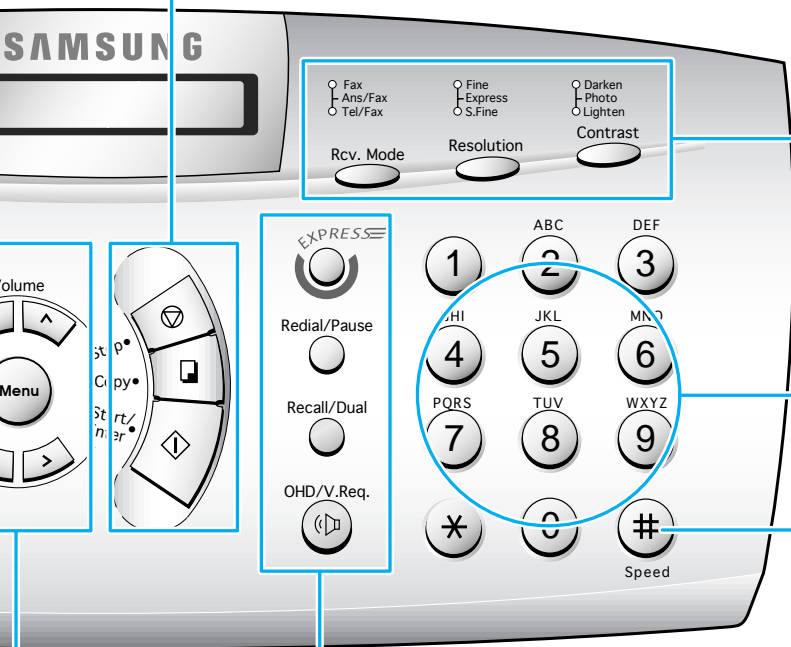
**EXPRESS**
Use to quick scan documents to copy or send. See page 2.9.

**Redial/Pause**
Redial any one of the last 10 phone numbers called. See page 2.33. You can also use it to add a pause when storing a number in memory. See page 2.6.

**Recall/Dual**
Perform a switch-hook operation, such as Call Waiting.
Also use to switch the LCD while performing dual jobs. See page 2.34.

**OHD** *(On-Hook Dial)* **and V.Req.** *(Voice Request)*
Dial numbers without picking up the handset. Also use it to make a voice call after sending or receiving a fax. See page 2.13.

**2**.3

## Number Keypad

As you perform various tasks, you will need to enter names and numbers. For example, when you set up your machine you enter your name (or your company's name) and telephone number. When you use the One-Touch dial or Speed Dial, you enter names and telephone numbers.

When the display asks you to enter a name, the LCD reads:

```
NAME:_
```

You can then use the procedures described below to enter up to 20 letters and special characters, numerals, or spaces.

### Letters and Special Characters

You can include special characters (space, plus sign, etc.) in the name by using the zero key. See `KEYPAD CHARACTER ASSIGNMENTS' on page 2.5.

**1. Locate the button labeled with the letter you want – then press the button repeatedly until the correct letter appears in the display.**
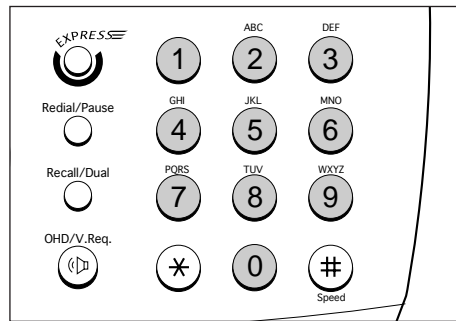


For example, to enter an O, press **6** (labeled MNO). Each time you press **6,** the display shows a different letter – first M, then N, and O, and finally 6.

The letter appears in the display.

```
NAME:O
```

**2. When the letter you want appears in the display, press another number key labeled with the next letter you want.**

If the next letter is printed on the same number button, move the cursor by pressing ►, then press the button.

The blinking cursor moves right and the next letter appears in the display.

```
NAME:OP
```

**3. Select additional letters in the same way. When you're finished entering letters, press Enter.**

KEYPAD CHARACTER ASSIGNMENTS

| Key | Assigned numbers, letters, or characters |
|-----|-------------------------------------------|
| 1 | Space   1 |
| 2 | A   B   C   2 |
| 3 | D   E   F   3 |
| 4 | G   H   I   4 |
| 5 | J   K   L   5 |
| 6 | M   N   O   6 |
| 7 | P   Q   R   S   7 |
| 8 | T   U   V   8 |
| 9 | W   X   Y   Z   9 |
| 0 | +   –   ,   .   `   /   ✳   #   &   0 |

## Numbers

You can enter the number of the remote fax machine manually by using the number keypad. The number you press appears in the display.

```
TEL:95551212_
```

When the display asks you to enter a number, you can also use a One-Touch dial button (including Group dial) and 2-digit Speed Dial number. To enter a Speed number, press **Speed**, the 2-digit Speed Dial number, then **Enter**.

Your machine lets you send the same document to more than one location. When you enter a fax number, the display reads 'ANOTHER FAX NO?'. To enter another fax number, enter the number manually, or use One-Touch or 2-digit Speed Dial number. Note that you can not use a Group dial button for ANOTHER FAX NO.

## Editing Numbers or Names

If you make a mistake while entering a number or name, move the cursor under the wrong digit by using ◄ or ►. Then press the correct number to change, or press **Delete** to delete the number.

## Inserting a Pause

With some private telephone systems, you must dial an access code (9, for example) and listen for a second dial tone before dialling an outside number. Insert a pause in a number when you are setting up a One-Touch or Speed Dial number, or when you dial a number without lifting the handset.

To insert a pause, press **Pause** while entering the number.

When you dial a number, the dialling process pauses for about 3 seconds at the point where you pressed **Pause**.

If you require a longer pause time, press **Pause** twice.

# *Sending a Fax*

## Preparing Documents for Faxing or Copying

You can use the machine to fax or copy documents that are printed on standard letter, legal, or A4 size paper. Follow these guidelines to prepare your documents:

• Do not attempt to feed the following types of documents into the machine. Instead, make copies and insert the *copies* into the document tray.

- wrinkled or creased paper
- curled or rolled paper
- torn paper
- carbon-paper or carbon-backed paper
- coated paper
- onion skin or thin paper

• Remove all staples, paper clips, and the like before feeding the document.

• Make sure any glue, ink, or correction fluid on the paper is completely dry before feeding the document.

• Do not feed documents with pages that are of different sizes or thicknesses.

# Setting Document Resolution and Contrast

We recommend sending documents printed using a typewriter, felt tip pen, black ink, or laserwriter. The paper should be white or very light, and of normal weight - not cardboard. Blue lines on a ruled pad don't fax well.

When you send normal documents, you need not adjust the resolution and the contrast.

If you send documents with unusual contrast characteristics, including photographs, you can adjust the resolution and contrast to send a high-quality transmission of the documents.

## Resolution

**Press the Resolution button to increase sharpness and clarity**. Resolution is preset to Fine at factory, but if you press the **Resolution** button repeatedly after loading a document you can switch between Standard, Fine, and Super Fine modes.

**Fine** is good for documents containing small characters or thin lines, or print from a dot-matrix printer. When Fine is selected, the Fine lamp lights.

**Super Fine** works well for documents containing extremely fine detail. When Super Fine is selected, the S.Fine lamp lights. Super Fine works only if the remote machine also has the Super Fine feature.

## Contrast

**Press the Contrast button to compensate for the brightness or darkness of your faxed document.** By pressing the **Contrast** button repeatedly after loading a document, you can choose between Normal, Darken, Lighten, or Photo.

**Darken** works with light print or faint pencil markings. When Darken is selected, the Darken lamp lights.

**Lighten** works with dark print on a dark background. When Lighten is selected, the Lighten lamp lights.

**Photo** is used when faxing photographs or other documents containing colour or shades of grey. Although your machine won't transmit colour, it will print and send up to 256 shades of grey. When Photo is selected, both Darken and Lighten lamps light.

*You can set the resolution and contrast home position. The lamp of the selected mode will light when a document is loaded. For details on how to set the home position for resolution and contrast, see page 1.13.*

## EXPRESS Mode

If you want to copy or send a document quickly, you can activate EXPRESS mode. In EXPRESS mode, it quickly scans the document to be sent or copied.

**Press the EXPRESS button after loading documents.** Fine and S.Fine resolution lamps light to indicate the EXPRESS mode.

*If EXPRESS mode is activated, Fine or S.Fine resolution mode will be disabled. The maximum scan length is limited to A4 size.*

# Loading Document

**1. Turn the page face down.**

**2. Adjust the document guides to match the width of the document.**

**3. Slide the sheet down into the document tray, until it's gripped by the machine.**



document guide
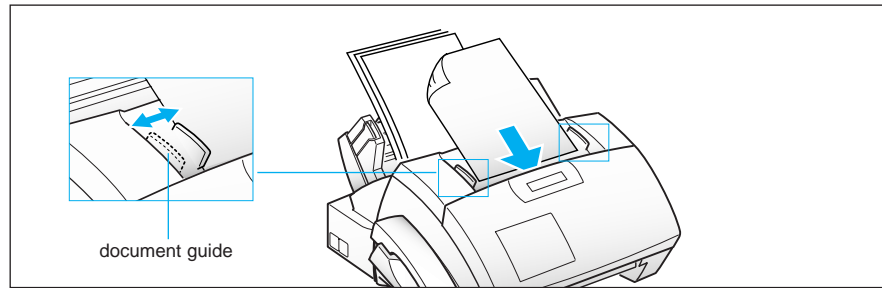
The automatic document feeder seizes and pulls in the page. The display shows 'DOCUMENT READY'.

You can insert up to 30 sheets at a time. If you insert more than one sheet, make sure the bottom sheet enters first. Stagger the leading edges of the sheets slightly, and insert the sheets with a slight push to ensure smooth feeding.

To add pages while the fax is sending, insert them into the loading slot on top of the already loaded sheets.

If you're loading pages that are unusually thick or thin, feed one sheet at a time.

**4. The resolution and contrast lamps are lit up according to the home position mode.** For information on how to set the home position for resolution and contrast, see page 1.13.

If necessary, use the **Resolution** and **Contrast** button**:** See page 2.8.

**5. If you want to activate EXPRESS mode to scan quickly, press EXPRESS.** Fine or S.Fine resolution mode will be disabled.

## Sending a Fax Automatically

1. **After loading a document, enter the number of the remote fax machine using the number keypad.**

   You can store One-Touch or Speed Dial numbers so that you can dial your most frequently used numbers with one touch of a button or a 2-digit Speed Dial number. For information on storing and using numbers in memory, see page 2.27.

   If you make a mistake while entering a number, move the cursor under the wrong digit by using ◄ or ►, and correct the number, or press **Delete**.

2. **Press Start when the number appears correctly in the display.** The machine dials the number and begins to transmit.

## Sending a Fax After Talking

1. **After loading a document, pick up the handset** or, press **OHD** for hands-off operation. The displays shows 'PHONE'.

2. **Using the number keypad, enter the number of the remote fax machine.** The display shows the number you are dialling.

3. **Press Start when you hear a fax tone.** The machine begins to transmit.

4. **Replace the handset.**

## Cancelling Transmission

Press **Stop** any time during transmission.

## Confirming Transmission

When the last page of your document has been sent successfully, the machine beeps and returns to Standby Mode.

If something went wrong during your fax transmission, an error message appears in the display. For a listing of error messages and their meanings, see page 3.5.

If you receive an error message, press **Stop** to clear the message and try to send the document again.

You can set your machine to print out a confirmation report automatically each time sending is completed.
For more information, see `User Options' on 2.36.

## Automatic Redial

When you send a fax, if the number you have dialled is busy or there is no answer, the machine hangs up, waits for the specified retry term and redials the number. If, after the specified number of retry attempts (retry count), the machine fails to connect, the machine returns to Standby Mode.

While the machine is redialling, the display shows 'RETRY REDIAL?'. If you want to redial the number immediately, press **Start**. To stop redialling, press **Stop**.

You can select the number of retries and the retry time between each redial attempt. See 'User Options' on page 2.36.

## Voice Request

If you're sending or receiving a document and need to speak to the other person during the same phone call, use Voice Request to alert the person at the remote site. You can also respond to a Voice Request made by the person at the remote end.

### Sending a Voice Request

1. **Press V.Req. while a document is being sent or received.** Voice Request signal is stored and then sent to the remote fax machine after the document has been sent or received.

2. **When the phone rings, pick up the handset and answer it.**

   You can cancel a Voice Request by pressing **V.Req.** again while you are sending or receiving a document.

### Answering a Voice Request

**When the phone rings after sending or receiving a fax, pick up the handset and answer it.**

If you don't answer the Voice Request, the machine prints out the number that made the Voice Request, and the time and date the request was made.

## Delayed Transmission

You can set your machine to send a fax at a later time when you will not be present. A maximum of 10 transmission jobs can be reserved in your machine.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or **EXPRESS** button. For details, see page 2.8.

2. **Press Menu, then press Delay TX on the One-Touch keypad.**

3. **Enter the number of the remote machine, then press Enter.**

   To enter the number, you can also press a One-Touch button, including a Group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number, to send the document to another location.

```
ANOTHER FAX NO.?
   1.YES   2.NO
```

5. **If you want to send to more than one location, press 1 and enter another fax number using the number keypad, One-Touch dial, or 2-digit Speed Dial number.** Note that you cannot use a Group dial number for ANOTHER FAX NO.

   OR

   **To send to one location or when you complete the last fax number setting, press 2.**

6. The display asks you to enter a name. **If you want to assign a name to the transmission, enter the name. If not, skip over this step.**

   For details on how to enter letters using the number keypad, see page 2.4.

7. **Press Enter.** The display shows the current time on the upper line and asks you to enter the time in the bottom line when the fax is to be sent.

```
CURRENT [12:30]
 START  [12:30]
```

8. **Enter the time by using the number keypad, then press Enter.**

   Enter the time in 24-hour format. For example, enter 2230 for 10:30 P.M. If you set a time earlier than the current time, the document will be sent at that time on the following day.

9. The machine returns to Standby mode and the display shows a reminder that a Delayed Transmission is set.

```
20-06-1998 SAT
 DELAY-TX 22:30
```

*If you want to cancel the Delayed Transmission, see 'Cancelling a Standby Operation' on page 2.18.*

## Memory Transmission (Broadcasting)

With Memory Transmission, documents are automatically stored in memory and sent to a remote station. Use this feature to send your documents to multiple locations. After sending, the documents are automatically erased from memory.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. **Press Menu, then Memory TX on the One-Touch keypad.**

3. **Enter the number of the remote machine, then press Enter.**

   To enter the number, you can also press a One-Touch button, including a group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number.

4. The display asks you to enter another fax number to send the document to another location.

```
ANOTHER FAX NO.?
  1.YES   2.NO
```

5. **If you want to send to more than one location, press 1 and enter another fax number using the number keypad, One-Touch dial, or 2-digit Speed Dial number.** Note that you cannot use a Group dial number for ANOTHER FAX NO.

   OR

   **To send to one location, or when you complete the last fax number setting, press 2.**

6. The document will be scanned into memory before transmission. The display shows the memory capacity and the number of pages, then the machine begins sending the document.

## Priority Transmission

When priority transmission is enabled, a high priority document can be transmitted ahead of reserved operations. The document is scanned into memory, then transmitted when the current operation concludes. In addition, a priority transmission will interrupt a broadcast operation between stations (i.e., when transmission to station A ends, before transmission to station B begins) or between redial attempts.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. Press **Menu**, then **Priority TX** on the One-Touch keypad.

3. **Enter the number of the remote machine, then press Enter.**

   To enter the number you can also press a One-Touch button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then press **Enter**. The stored number (and name) appears in the display. Press **Enter** to confirm the number. Note that you can not use a Group dial button.

4. The display asks you to enter a name. **If you want to assign a name to the transmission, enter the name. If not, skip this step.**

   For details on how to enter letters using the number keypad.
   see page 2.4.

5. **Press Enter**. The display shows the number being dialled, 2nd the machine begins sending the document.

## Polling Transmission

### What is Polling

Polling is when one fax machine requests another to send a document. This is useful when the person with the original document to be sent is not in the office. The person who wants to receive the document calls the machine holding the original and requests that the document be sent. In other words, it "polls" the machine holding the original.

### Being Polled By a Remote Machine

You can programme your fax machine to send documents in your absence when polled by a remote fax machine. It is possible to use a Poll Code to prevent unauthorized polling of your fax machine. When you secure your machine in this manner, only those who know the Poll Code can poll your machine.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. **Press Menu, then Polling on the One-Touch keypad.** The display asks you to choose the polling options; TX (Transmission Polling) and CONT (Continuous Polling).

```
SELECT POLLING
 1.TX  2.CONT.
```

3. **Press Enter to confirm '1.TX.'** The display asks you to enter a 4-digit Poll Code. The Poll Code is preset to 0000 at the factory, which represents no Poll Code.

```
 POLL CODE
  [0000]
```
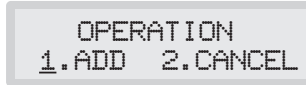
4. **If you want to use a Poll Code, enter the desired 4-digit code (except for 0000), then press Enter.**
   Or
   **If you do not want to secure the transmission with a Poll Code, press Enter when the display shows 0000 for TX-POLL CODE.**

5. The machine stores the document in memory. The display counts the number of pages being stored in memory and the memory capacity remaining.

   The machine returns to Standby Mode and the display shows a reminder that a Polling Transmission is set. The machine automatically switches to Fax mode (automatic receiving) when set to be polled.

# Adding Documents To a Standby Operation

You can add documents to a Delayed or Polling Transmission previously reserved in your machine's memory.

1. **Load the document face down.** If necessary, use **Resolution**, **Contrast**, or the **EXPRESS** button. For details, see page 2.8.

2. **Press Menu, then Add/Cancel on the One-Touch keypad.** The display asks you to select 'ADD' or 'CANCEL'.

```
      OPERATION
 1.ADD   2.CANCEL
```

3. **Press Enter to confirm 'ADD'.** The display shows operations currently reserved in memory.

```
 22:00 DELAY TX
 SAMSUNG
```
(e.g. Delay transmission is scheduled to be sent at 10:00 PM.)

4. **Press ▼ or ▲ repeatedly until you find the operation to which you want to add documents, then press Enter.**

The machine automatically stores the documents in memory, and displays the number of total pages and added pages, then returns to Standby Mode.

# Cancelling a Standby Operation

1. **Press Menu, then Add/Cancel on the One-Touch keypad.** The display asks you to select 'ADD' or 'CANCEL'.

2. **Press 2 to choose 'CANCEL'.** The display shows the operations currently reserved in memory.

3. **Press ▼ or ▲ repeatedly until you find the operation you want to cancel, then press Enter when you find the operation.**

# *Receiving a Fax*
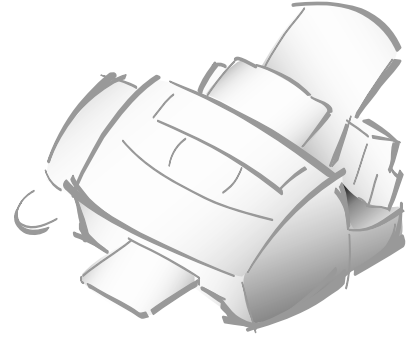
## Receiving a Fax

Your multi-function machine has four reception modes:

• In **Fax** mode, the machine answers an incoming call and immediately goes into receive mode, waiting for a fax to be sent.

• In **Tel/Fax** mode, the machine answers an incoming call expecting to receive a fax. If the machine does not sense a fax signal, it will continue to sound the ringing tone to tell you it is a phone call. If you do not lift the handset during the ringing, the machine will switch to automatic fax reception mode.

• In **Ans/Fax** mode, the answering machine answers an incoming call, and the caller can leave a message on the answering machine. If the fax machine senses a fax tone on the line, the call automatically switches over to the fax machine. To use Ans/Fax mode, you should attach an answering machine (TAD) to the EXT socket on your fax machine (see page 1.6).

• In **Tel** mode, automatic fax reception is turned off. You can receive a fax only by manually picking up the handset and pressing **Start**.

The lamps located above the **Rcv. Mode** button indicate the selected reception mode.

If you seldom use the fax line for voice conversations, set the fax machine to receive a fax automatically by selecting either Fax or Tel/Fax mode.

## Receiving Automatically in Fax Mode

1. **Press Rcv.Mode until the Fax lamp lights.**

2. **When you get a call, the machine answers the call on the second ring and receives a fax automatically.** You can change the number of rings. See 'ANSWER ON RINGS' on page 2.39.

   To adjust the Ringer Volume, press **Menu**, **System Setup** on the One-Touch keypad, **Start** to access Ringer Volume mode, then use ▲ or ▼ to choose the desired loudness.

## Receiving Automatically in Tel/Fax Mode

1. **Press Rcv.Mode until the Tel/Fax lamp lights.**

2. **When you get a call, the machine answers the call on the second ring and receives a fax automatically.** You can change the number of rings. See page 2.39.

3. **If the machine does not sense a fax signal, it will give another ringing tone to tell you it is a phone call.**

4. **Lift the handset to answer the call.** If you do not pick up the handset within a specified time, the machine will switch back to automatic fax reception mode.

## Receiving Automatically in Ans/Fax Mode

To use this mode, you must attach an answering machine (TAD) to the EXT jack on your fax machine (see page 1.6).

**1. Press Rcv.Mode until both Fax and Tel/Fax lamps light.**

**2. When you get a call, the answering machine answers it. If the caller leaves a message, the answering machine stores the message normally.**

If your machine hears a fax tone on the line, fax receive mode is activated.

- *If you have set your machine to Ans/Fax and your answering machine is switched off, or no answering machine is connected to your fax machine, your machine will automatically go into fax receive mode after 10 rings.*

- *If your answering machine has a 'user-selectable ring counter', set the machine to answer incoming calls within 4 rings or less.*

- *If you are in Tel mode (manual reception) when the answering machine is connected to your machine, you must switch off the answering machine, or the outgoing message from the answering machine will interrupt your phone conversation.*

## Receiving Manually in Tel Mode

**1. Press Rcv.Mode until both Fax and Tel/Fax lamps are off.**

**2. When the telephone rings, pick up the handset and answer it.**

**3. If you hear a fax tone, or if the person on the other end asks you to receive a document, press Start.**

**4. Replace the handset.** The machine begins receiving and returns to Standby Mode when reception is complete.

**If Your Machine Is Out of Paper When it Receives a Fax - Receiving into Memory**

If your machine is set to receive a fax automatically and the recording paper has run out, a paper jam has occurred, the top cover has been opened, or you are making a copy or printing, the incoming documents are automatically stored in the fax machine's memory (approximately up to 80 pages). After receiving documents, the machine displays 'MEMORY RECEIVED' and the cause, 'NO PAPER', for example.

You must clear the problem by loading new paper, closing the cover, or clearing the jam. Your machine will then automatically print the fax stored in memory.

If you clear the problem while the machine is receiving documents into memory, it will print the stored document immediately.

## Receiving Using an Extension Telephone

This feature is available only when you use an extension telephone connected to the EXT jack on the back of the machine. See page 1.6. You can receive a fax from someone you are talking to on the extension telephone without having to go to the fax machine.

1. **If you receive a call on the extension phone and hear fax tones, press the buttons ' * 9 * ' (star-nine-star) on the extension telephone.**

   Press the buttons slowly in sequence. If you still hear the fax tone from the remote machine, try pressing ' * 9 * ' again.

   ' * 9 * ' is the remote receive start code preset at the factory. The first and the last asterisks are fixed, but you can change the middle character to whatever you choose. For more information, see page 2.37.

2. **The machine receives the document.** Replace the handset of the extension telephone.

## Polling Reception

Your machine has the capability to Poll for documents which may be stored in a remote fax machine. Polling reception allows the machine to call a remote fax machine that is set up for polling, and retrieve documents from it. You may want to talk with the remote operator to make sure the remote fax machine is prepared to be polled before performing this procedure.

### Polling a Remote Machine

Your machine polls a remote fax machine and retrieves a document, which it stores in memory and then prints. This method lets you perform polling reception when telephone-line rates are at their lowest.

1. **Lift the handset or press OHD, and enter the number of the remote machine.**

2. **When you hear a fax tone from the remote machine, press Menu, then press Polling on the One-Touch keypad.**

   The display asks you to enter a 4-digit Poll Code. Poll Code is preset to 0000 at factory. 0000 represents no code.

```
POLL CODE
  [0000]
```

3. **If the remote machine is secured with a Poll Code, you must enter the correct code, then press Enter.**

   OR

   **If the remote machine is not secured with a Poll Code, just press Enter to accept [0000], which represents no code.**

   Your machine starts to receive the document from the remote machine.

## Continuous Polling

You can set your fax machine to automatically poll one or more unattended remote fax machines daily, as many times a day as you like, at regular intervals.

1. **Press Menu, then Polling on the One-Touch keypad.** The display shows the polling options; TX (Transmission Polling) and CONT (Continuous Polling).
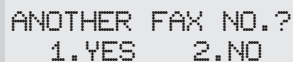
```
SELECT POLLING
 1.TX  2.CONT.
```

2. **Press 2 to choose 'CONT.'.** You can also press ◀ or ▶ to choose, then press **Enter**.

3. **Enter the number of the remote fax machine, then press Enter.**

   You can press a One-Touch button, including a Group dial button. Otherwise, press **Speed**, enter a 2-digit Speed Dial number, then **Enter**. The stored number (and name) appears in the display. You can use only one Group number for the polling job. Press **Enter** when the number appears correctly in the display.

4. The display asks you to enter another fax number to receive documents from another location.

```
ANOTHER FAX NO.?
 1.YES   2.NO
```

   **To poll more than one location, press 1 to choose 'YES' and repeat steps 3-4.**

   OR

   **To poll one location, or when you enter all locations, press 2.**

5. The display asks you to enter a 4-digit code. Poll code '0000' represents no code.

```
POLL CODE
 [0000]
```

**If the remote machine is secured with a Poll Code, you must enter the correct code, and press Enter.**

OR

**If the remote machine is not secured with a Poll Code, press Enter to accept [0000] which represents no code.**

6. The display asks you to enter the **START** and **END** times. **Enter the time your machine starts and ends polling everyday.** Enter the time in 24-hour format. For example, enter 2030 for 8:30 PM.

```
[START → [END]
 20:30 → 23:30
```

Your machine will poll the remote machine(s) regularly, between the start and end times, at the interval you specified in step 8.

7. **Press Enter when the time appears correctly in the display.** The display asks you to enter the length of time to wait before attempting the next polling.

8. **Enter the time interval, then press Enter.** For example, to set your machine to poll the remote machine at 30-minute intervals, enter 0030.

```
INTERVAL TIME
   [00:30]
```

9. The machine returns to Standby Mode and the display shows a reminder that Continuous Polling is set.
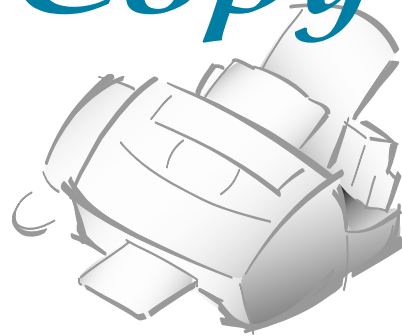
```
15-05-1998 FRI
CONTI-POLL 22:30
```

start time

After Continuous Polling ends, a multi-communication report will be printed to show the result, if you had enabled this feature in 'User Options.' See page 2.36.

# *Making a Copy*

## Making a Copy

The resolution is automatically set to 'S.Fine' when copying begins. If you want to make a copy quickly with normal resolution, you can use the **EXPRESS** button. You can reduce or expand the image size by 1% increments from 25% to 200%.

1. **Load a document with the print side facing down.** If necessary, use the **Contrast** button to change the contrast. For details on Contrast, see page 2.8.

2. **If you want to make a copy quickly with normal resolution, press EXPRESS.** Both FINE and S.FINE lamps light.

3. **Press Copy**. The display asks you to enter the number of copies (1 to 99).

```
COPY  PAGES
 [01-99]  <01>
```

4. **If you need two or more copies, enter the desired number using the dial keypad, then press Enter.** The display shows the next option: copy rate menu.

```
COPY RATE
[25-200]% <100>
```

5. The number in the right corner of the bottom line shows the status you choose. **To reduce or expand the size of the document, enter the desired copy rate, then press Enter.** The machine scans the document into memory, and printing will begin.

- *If you turn the 'DIRECT COPY' feature on (see page 2.37), the machine makes only a single copy at 1:1 copy rate. The 'COPY PAGES' and 'COPY RATE' options will not appear.*

- *If you activate EXPRESS mode, The 'COPY RATE' option will not appear.*

# *Automatic Dialling*
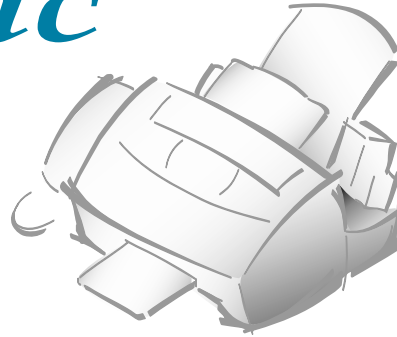
For your convenience, you can store frequently used telephone numbers in the machine's memory.

## One-Touch Dialling

One-Touch dialling lets you use any one of the 20 One-Touch buttons located on the left side of the machine's control panel to automatically dial a telephone or fax number.

### Storing a Number for One-Touch Dialling

1. **Press and hold the One-Touch button (01 through 20) which you want to assign for 2 seconds.** The display shows `Txx:', where `xx' is the selected One-Touch button.

2. **Enter the number you want to store by using the number keypad, then press Enter.**

   To insert a pause between numbers, press **Redial/Pause;** a 'P' appears in the display.

   If you make a mistake while entering a number, use ◄ or ► to move the cursor under the wrong digit, then enter the correct digit, or press **Delete.**

4. The display asks you to enter a name. **Enter the desired name (up to 20 digits).** For information on how to enter names, see page 2.4.

OR

**If you don't want to assign a name, skip this step.**

If you assign a name to the number, the name appears in the display when you press the One-Touch button.

5. Press **Enter.**

6. **To set another One-Touch number, press the desired** button **and repeat steps 2 through 5.**

OR

**To return to Standby Mode, press Stop.**

## Dialling a One-Touch Number

1. **Press the One-Touch button (01 through 20)** at which you stored a number. The number will be automatically dialled.

2. **If you are making a phone call, pick up the handset when the other person answers.**

OR

**If a document is loaded in the document tray, the document begins to transmit after the remote fax machine answers the phone.**

## Using Address Label

A One-Touch label sheet is included with your machine. As you store numbers in One-Touch dial buttons, make a note of the numbers on the label.

1. **Remove the clear cover and label using an instrument with a pointed end, as shown at right.**
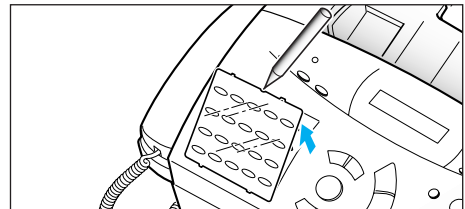


2. **Write information on the label and replace the label and cover.**

You may want to use pencil in case you wish to change these numbers later.
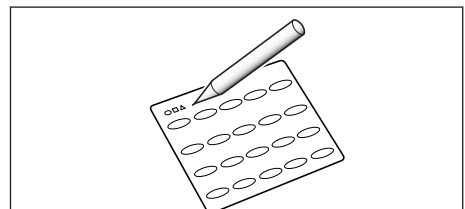
## Speed Dialling

You can store up to 50 telephone or fax numbers in 2-digit Speed Dial locations (01-50).

### Storing a Number for Speed Dialling

1. Press and hold **Speed** for 2 seconds.

2. Enter a 2-digit location number (01 through 50) at which you want to store a telephone or fax number, then press **Enter.**

   If a number is already stored in the location you chose, the display shows the number in the upper line and `1. RENEW 2. OTHER' in the bottom line. Press **1** to renew the location and continue storing the desired number, or **2** to start over with another Speed Dial button.

3. Enter the number you want to store, then press **Enter.**

4. To assign a name to the number, enter the desired name. For information on how to enter names, see page 2.4.

   OR

   If you don't want to assign a name, skip this step.

5. Press **Enter.**

6. To store more telephone numbers, repeat steps 2 through 5.

   OR

   To return to Standby, press **Stop.**

### Dialling a Speed Number

1. Press **Speed,** then enter a 2-digit Speed Dial location number.

2. Press **Start,** and the number will be automatically dialled.

3. If you are making a phone call, pick up the handset when the other person answers.

   OR

   If a document is loaded in the document tray, the document begins to transmit when the remote fax machine answers the phone.

## Group Dialling (for Multi-Address Transmission)

Numerous One-Touch and Speed Dial numbers can be registered as a Group. By using the Group number, you can send a document to multiple parties in a single operation. Your machine will dial the remote numbers in stored sequence. If the number is busy, your machine will dial the next stored number and after dialling all of the stored numbers, will automatically redial any number previously busy. Before you can use this feature, you must coordinate and store the Group numbers desired.

### Storing One-Touch or Speed Dial Numbers for Group Dialling

1. Press **Menu**, then press **Group Dial** on the One-Touch keypad.

2. Press the One-Touch button you want to use for group dial.

```
GROUP NO : TO1 ─── Selected one-touch group button
     1.YES  2.NO
```

3. Press **Enter** to confirm '1.YES'. The display asks you to press a One-Touch button or enter the Speed Dial number you wish to include in the group.

4. Press a One-Touch button to which the fax number you wish to include in the Group is stored.

   OR

   Press **Speed**, enter a 2-digit Speed Dial location to which the fax number you wish to include in the group is stored.

5. Press **Enter.** Repeat steps 4 and 5 to enter more destination numbers into the selected group.

6. Press **Stop** when you have entered all the desired destinations. The display asks you to enter a name.

7. To assign a name to the Group, enter the desired name.

   OR

   If you don't want to assign a name, skip this procedure.

8. Press **Enter**. If you want to store another Group dial number, repeat steps 2 through 7.

   OR

   To return to Standby Mode, press **Stop.**

### Using Group Dialling (Multi-address transmission)

You can use Group Dialling for Memory Transmission, Delayed Transmission, or Continuous Polling.

Follow the procedure of the desired operation (Memory Transmission - p. 2.15; Delayed Transmission - p. 2.13; Continuous Polling - p. 2.24). When you come to a step in which the display requests you to enter the remote fax number, press the One-Touch button to which you stored the Group number. You can use only one Group number in one operation. Then continue the procedure to complete the desired operation.

Your machine automatically scans the document loaded in the document tray into memory, and will dial each of the numbers included in the Group.

## Searching for a Number in Memory
(Directory Dialling)

There are two ways to search for a number in memory. You can either scan from A to Z sequentially, or you can search using the first letter of the name associated with the number.

### Searching Sequentially through Memory

**1. Press Search, then press ▼ or ▲ to move downward or upward through the directory until you find the number you want.**

Pressing ▼ allows you to search downward through the entire memory in alphabetical order (from A to Z), and ▲ allows you to search upward in reverse alphabetical order (from Z to A).

Each time you press ▼ or ▲, the display shows the next number stored in memory.

While searching through the machine's memory, you'll see that each entry is preceded by one of three letters: 'T' for One-Touch dial, 'S' for Speed, or 'G' for Group dial number. These letters tell you where the number is stored.

**2. When the number you want appears in the display, press Start to dial.**

If a document is loaded, the document begins to transmit when the remote fax machine answers the phone. Otherwise, your machine makes a phone call.

## Searching for a Particular First Letter

1. **Press Search, then press the button labelled with the letter you want to search for.** A name beginning with the letter appears in the display.

   For example, if you want to find the name 'MOBILE,' press the '6' button, which is labeled with 'MNO.'

2. **Press ▼ to display the next name in the list, or ▲ to display the previous name.**

3. **When the name and number you want appear, press Start to dial.**

# *Other Functions*
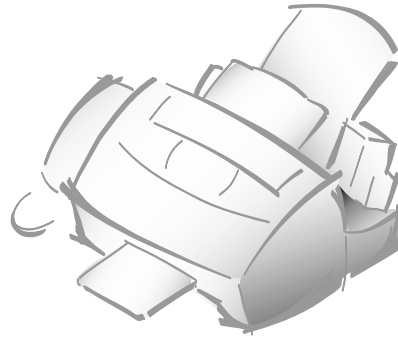
## Function Buttons

### Redial

TO REDIAL THE NUMBER LAST CALLED

**Press Redial.** If a document is loaded in the document tray, the machine automatically redials.

TO SEARCH THROUGH REDIAL MEMORY

1. **Press and hold Redial for 2 seconds.** The Redial memory in your machine retains the last 10 numbers called. If you have dialled the same number multiple times, the machine does not count the duplicates.

2. **Press ▼ or ▲ to search through memory until you find the number you want.**

3. **When the number you want appears in the display, press Start to dial.** The machine automatically redials.

## Tone

You may often need to use Touch-Tone dial signals to perform special operations by phone. Bank-by-phone and voice mail are two examples of systems that require these signals. If you have pulse service, you can still send Touch-Tone signals by following these steps.

**1. Dial the number using pulse dialling.**

**2. When the remote phone answers, press ✳ .** Any numbers you now press will be sent as Touch tones for the remainder of the call.

**3. Dial the remaining numbers required by the service.** The machine returns to the pulse mode after you finish the call.

## Recall

When a call comes in and you want to connect the caller to another person, you can transfer the call by pressing Recall and dialling the number of that other person. This is a timed-break recall facility only, and you may not be able to use to use it with some phone systems. Contact your phone supplier.

**1. When you are on the phone and want the caller to be connected to another person, press Recall.**

**2. Enter the number of the other person.**

*If you do not have a special service that uses the switch-hook signal, don't press* **Recall** *during a call. If you do, you could disconnect the line.*

## Dual

Your machine can perform more than one of its many functions at the same time. For example, you can simultaneously:

• Receive a fax into memory while making a copy.
• Store a fax document for later transmission while printing an incoming fax.

**When the machine performs dual tasks, Press Dual to toggle the display between the current operation and new operation.**

# Printing Reports

Your fax machine can print reports containing useful information - Schedule Job, System Data, etc. The following reports are available:

*Help List*
This list shows the machine's basic functions and commands to use as a quick reference guide.

*Message Confirmation Report*
This report shows the fax number, the number of pages, elapsed time of the operation, the communication mode, and the communication results.

You can set up your machine to print the message confirmation report (see page 2.37):
• Automatically after each transmission [ON]
• Automatically only if an error occurs during transmission [ERR]
• No report printed at all [OFF]. You can print this report manually at any time you want.

*Schedule Information List*
This list shows the document currently stored for delayed transmission , priority transmission, memory transmission, continuous polling, and TX polling. The list shows the starting time, type of operation, etc.

*Telephone Numbers List*
This list shows all of the numbers currently stored in the fax machine's memory as One-Touch Dial numbers, Speed Dial numbers, and Group Dial numbers.

*System Data List*
This list shows the status of the user-selectable options. After you change any setting, print this list to confirm your changes.

*Transmission or Reception Journal*
This report shows information concerning transmission or reception activities. It can be printed on command, or if the machine is set to do so (see page 2.37), it will automatically print after every 40 transmissions or receptions.

*Multi-Communication Report*
This report is printed automatically after sending to or receiving from more than one location.

*Call Back Message*
This report is printed out automatically when you do not respond to a remote operator's Voice Request.

*Power Failure Report*
This report is printed out automatically when power is restored after a power failure. This report shows data (if any) erased by the power failure.

**TO PRINT LIST**

**1. Press Menu.**

**2. Press the desired list button on the One-Touch keypad.**

On the One-Touch keypad, press **Journal** for transmission or reception journal, **Help List** for Help list, **TX Confirm** for message confirmation report, **Schedule Job** for schedule information list, **Phone Book** for telephone numbers list, **System List** for system data list.

The selected list will print out.

## User Options

Your fax machine has various user-selectable features. These options are preset at the factory, but you may need to change them. To find out how the options are currently set, print the System Data List. For more information on printing the list, see page 2.35.

### Setting an Option

**1. Press Menu, then press System Data on the One-Touch keypad.** The display shows the first option menu.

**2. Scroll through the options by pressing ▼ or ▲ repeatedly.**

**3. When the option you want appears in the display, enter the number for the desired status.** Or, You can use ◄ or ► button to select the desired status, then press **Enter** after choosing.

You can exit from Setup Mode at any time by pressing **Stop**. When you press **Stop**, the machine stores the options you've already changed and returns to Standby mode.

### Selectable Options

These instructions assume you've followed the steps above under 'Setting an Option' and the machine is prompting you to change one of the options listed here.

• **FAX PAPER SIZE**—Select the paper size you will use for the recording paper.

Press **1** for letter (**LTR**), **2** for A4 size, or **3** for (**LGL**) size paper.

- **MESSAGE CONFIRM.**—A message confirmation report shows whether the transmission was successful or not, how many pages were sent, etc.

  Press **1** to print a confirmation report automatically each time you send a fax (ON).
  Press **2** to turn this feature off (OFF).
  Press **3** to print only when an error occurs and the transmission was not successful (ERR).

  If you selected ON or ERROR in the previous Message confirm. option, you will be guided to its sub-option.

  TCR shows the first page you sent, along with the Message Confirmation Report. If you want to print TCR, press 1. If you do not want TCR, press 2.

- **AUTO JOURNAL**—A journal shows specific information concerning transmission or reception activities, the time and dates of up to 40 of the most recent transmissions or receptions.

  Press **1** (ON) to print journal automatically after every 40 transmissions or receptions.
  Press **2** (OFF) to print journal manually.

- **REMOTE RCV CODE**—The Remote Receive Code allows you to initiate fax receive from an extension phone plugged into the EXT jack. If you pick up the extension phone and hear fax tones, enter the Remote Receive Code and the fax will start receiving. The password is preset to * 9 * at factory.

  Enter the desired code (0 to 9) on the number keypad.

- **DIAL MODE**—Select the type of dial system your fax machine is connected to.

  Press **1** if the fax machine is connected to a tone (Touch-Tone) dial line.
  Press **2** if the fax machine is connected to a pulse (rotary) dial line.

- **ECM MODE (Error Correction Mode)**—This mode compensates for poor line quality and ensures accurate, error-free transmission with any other ECM-equipped facsimile machine. If the line quality is poor, transmission time may be increased when ECM is enabled.

  Press **1** to turn the Error Correction mode ON.
  Press **2** to turn the Error Correction mode OFF.

- **DIRECT COPY**—With this feature set to ON, your machine makes only a single copy at 100% of copy rate. In the direct copy mode, 'COPY PAGES' and 'COPY RATE' options will not appear. This feature is useful when you usually make a copy that requires a lot of memory (i.e. photo).

  Press **1** to turn this feature ON.
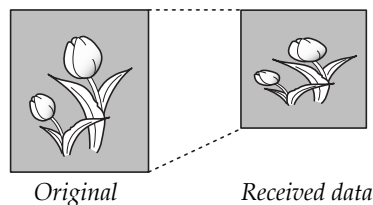  Press **2** to turn this feature OFF.

- **AUTO REDUCTION**—When receiving a document as long as or longer than the paper installed in your machine, the machine can reduce the data in the document to fit your recording paper size.

  Turn ON this feature if you want to reduce an incoming page that may otherwise need to be divided into two pages with only a few centimeters on the second page. If the fax machine cannot reduce the data to fit into one page with the feature enabled, the data is divided and printed in actual size on two or more sheets, if needed.

  Press **1** to turn this feature ON.
  Press **2** to turn this feature OFF. The overflow data will be printed out on a second page.

  - **VERTICAL REDUC. (Reduction)**—If you turn the Automatic Reduction feature on, you are allowed to select Vertical Reduction ON or OFF. When you select Vertical Reduction to be ON, the machine will reduce an incoming page containing overflow data only in vertical, as shown below:



  *Original*          *Received data*

  If you want to reduce both in vertical and horizontal at the same rate in order to maintain height to width relationships, turn the Vertical Reduction feature OFF. If you turn off this feature, the machine reduces the data as shown below.



  *Original*          *Received data*
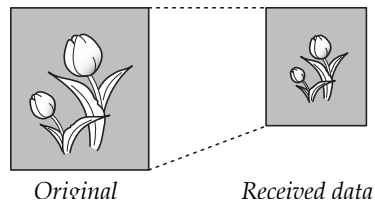
  Press **1** to turn this feature ON.
  Press **2** to turn this feature OFF.

- **DISCARD SIZE**—When receiving a document as long as or longer than the paper installed in your fax machine, you can set the fax machine to discard any excess image at the bottom of the page to fit into the recording paper size.

  If the received page is outside the margin you set, it will be printed on two sheets of paper at the actual size.

  If the data is within the margin, and the Auto Reduction feature is turned on, it will be reduced to fit into the appropriate size paper (Discard does not take place). If the Auto Reduction feature is turned OFF or fails, data within the margin will be discarded.

  Enter the desired discard size using the number keypad, and press **Enter**.

• **RETRY INTERVAL**—Your machine can automatically redial a remote fax machine if it was busy or does not answer the first call.

Enter the number of minutes (from 1 to 7) using the number keypad.

• **RETRY COUNT**—Enter the number of attempts (from 0 to 2) to redial the number before giving up.

If you enter 0, the machine will not redial.

• **ANSWER ON RINGS** —You can select the number of times your machine rings before answering an incoming call. If you are using your machine as both a telephone and a fax machine, we suggest you set the ring count to at least 4 to give you time to answer.

Enter a number shown on the display by using the number keypad.

• **FORCE MEMORY TX**—If you are annoyed that you have to wait until documents in the feeder are sent out when you try to send or reserve another fax, turn this feature on. This feature enables all transmission documents to be automatically scanned into memory before transmission.

Press **1** to turn this feature ON.
Press **2** to turn this feature OFF.

• **PRINT RTI (Receive Terminal Identification)**—This feature allows the machine to automatically print the page number, the date and time of the reception at the bottom of each page of a received document.

Press **1** to turn this feature ON.
Press **2** to turn this feature OFF.

• **CONT (Continuous) POLL REPORT**—Every time continuous polling ends, a multi-communication report will be printed to show the result for each registered station.

Press **1** (ON) to print the report automatically each time continuous polling ends.
Press **2** to turn the feature OFF. The report will not be printed.

• **FAX PRINT QUALITY**—When you select LQ, the machine prints in low speed with high quality. When you select DRAFT, the machine prints in high speed with low quality.

Press **1** to select LQ.
Press **2** to select DRAFT.

# 3

# *Troubleshooting*
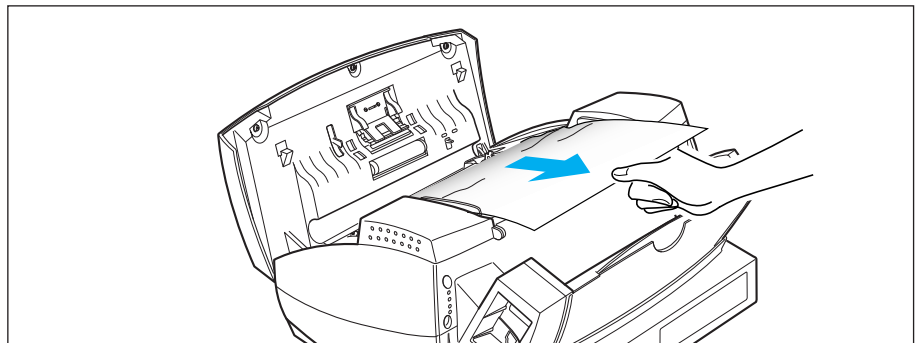
# *Troubleshooting*
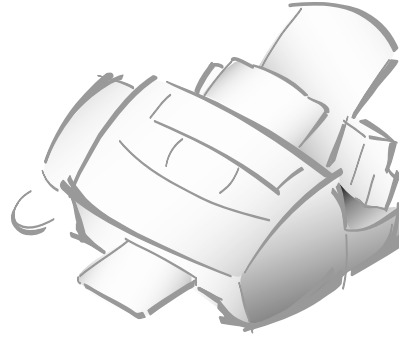
## Clearing Jams

### Document Jams While Sending a Fax

If a document jams while you are sending it, 'DOCUMENT JAM' appears in the display. Do not pull the document out of the slot. If you do this, it could harm your machine.

**1. Open the control panel.**
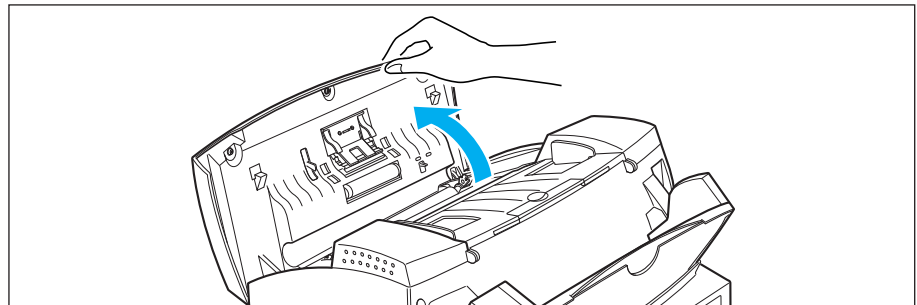
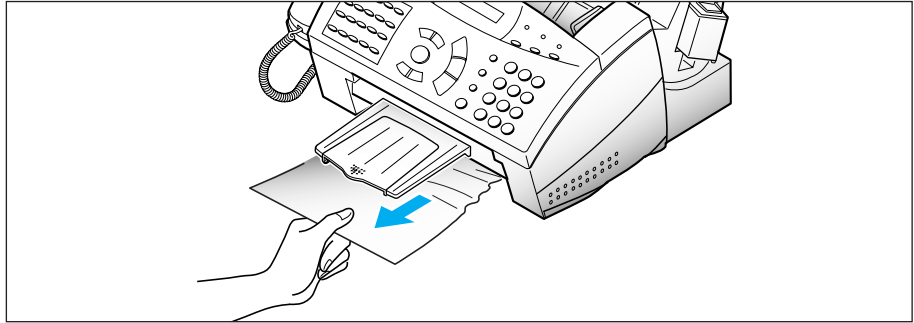**2. Carefully remove the jammed document.** Then close the control panel firmly until it clicks into place.

## Paper Jams While the Machine is Printing

If the paper jams while you are receiving, 'PAPER JAM' appears in the display. Do not pull it out. If you do, it could harm the machine.

IF JAMMED IN THE RECEIVED PAPER OUTPUT AREA

**Remove the jammed paper by hand, as shown.**



IF JAMMED IN THE PAPER FEED AREA

**1. Remove the jammed paper as shown below.**
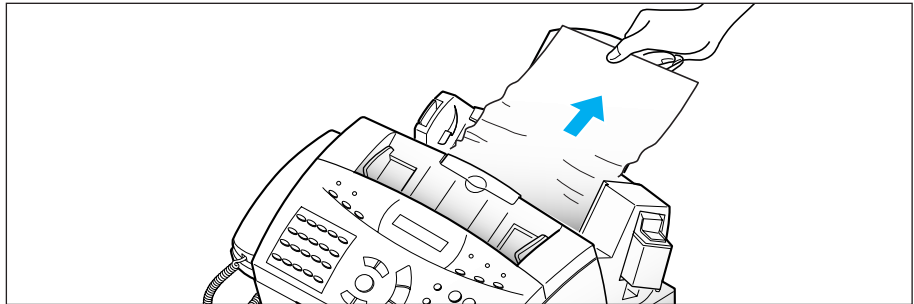


**2. After you have removed the jammed paper, load paper with the print side facing you.**

Squeeze the left paper guide and move it to the right to match the width of the paper.
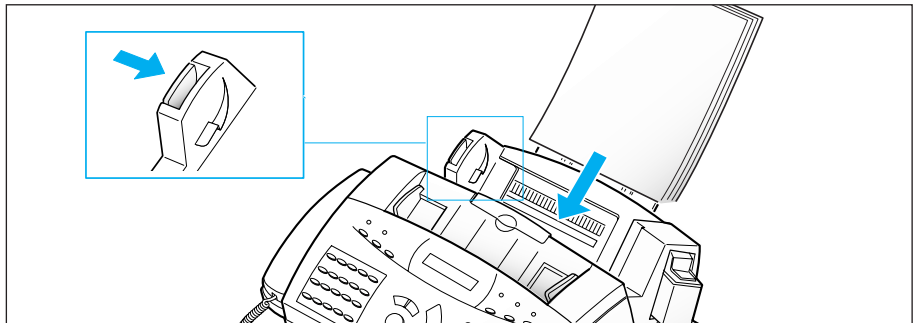
IF JAMMED INSIDE THE MACHINE

**1. Open the control panel ① and the cartridge compartment cover ②.**
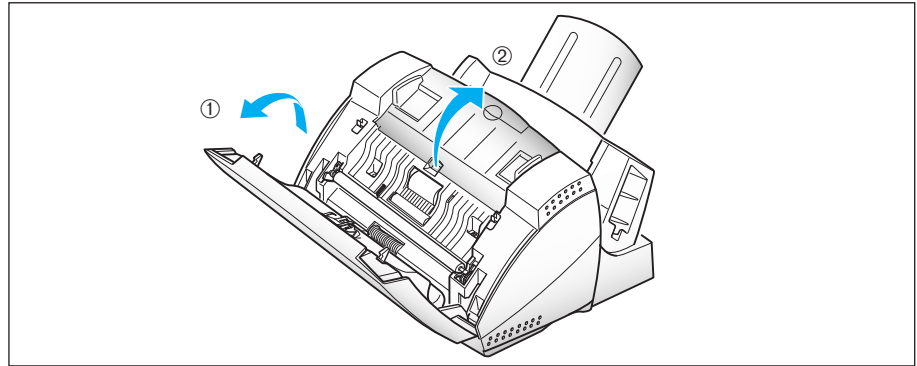


**2. Carefully remove the jammed paper.**
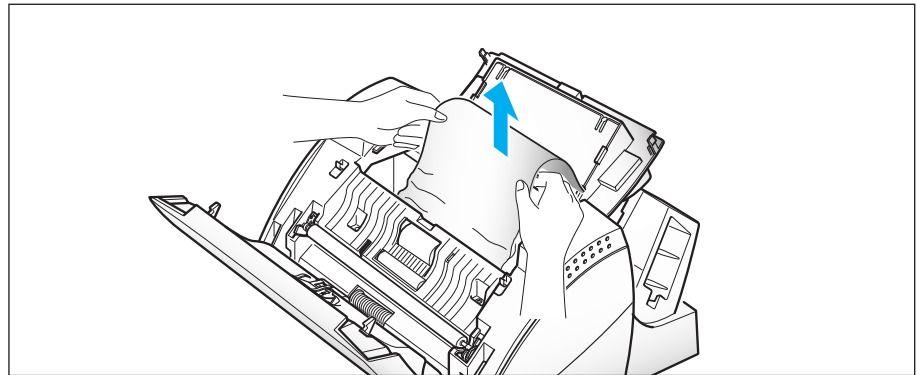


3. Replace the cover and the control panel.

# Error Messages

| Display | Meaning |
|---|---|
| CHECK CARTRIDGE PLEASE INSTALL | Print cartridge is not installed properly. |
| DOCUMENT JAM | The document you are sending has jammed in the feeder. Clear the document jam. See page 3.2. |
| INK LOW | The print cartridge has run out of ink. Install a new print cartridge. |
| LOAD DOCUMENT | You have tried to send a fax and there is no document loaded into the machine. |
| MEMORY FULL | The memory has become full. Either delete unnecessary documents stored in memory. Send your document when the memory is clear, or you can split the document into smaller parts. |
| NO ANSWER | The other machine has not answered after all your attempts to redial. Or, the other machine does not press **Start** when you are waiting to send or receive a fax. |
| NO. NOT ASSIGNED | There is no number stored for the One-Touch button or 2-digit Speed number you chose. |
| NO PAPER | The Fax machine is out of paper. If the paper runs out while printing a fax, the machine restarts fax printing when you load more paper. |
| PAPER JAM | Paper jammed during printing. Clear the paper jam (see page 3.3) and press the **Stop** button. |
| POLLING ERROR | The machine you want to poll is not ready to answer your poll. The person you are polling should have loaded their fax machine with a document.<br><br>Also, this message appears when you set up to poll another fax machine with an incorrect Poll Code. |
| RETRY REDIAL? | The machine is waiting to automatically redial another fax number that was busy. |
| SEND ERROR | Your fax has not gone through successfully. Try again. |

# Fixing Problems

Your problem may be listed on page 3.5 in the 'Error Messages' section. Below are other problems you can solve yourself. If not, call the service company shown on the "Guarantee."

## *Fax Problems*

| Symptom | Cause and Solution |
|---|---|
| The machine is not working, there is no display and the buttons are not working. | • Unplug the machine and plug it in again.<br>• Check that your AC socket is live. |
| No dial tone. | • Check the handset is connected properly.<br>• Check the phone socket in the wall by plugging in a phone. |
| The numbers stored in the memory do not dial correctly. | • Make sure that the numbers are stored in memory correctly.<br>• Print a Telephone Number List. See page 2.35. |
| The document does not feed into the machine. | • Make sure that the document is not wrinkled and you are putting it in correctly. Check that the document is the right size, not too thick or thin.<br>• Make sure that the cover is firmly closed. |
| You cannot receive faxes automatically. | • The Fax or Tel/Fax lamp should be on.<br>• Make sure that the handset is hooked on properly.<br>• Is there paper in the machine?<br>• Check if the display shows 'MEMORY FULL.' |
| The machine cannot receive faxes manually. | • Did you hang up the handset *before* you pressed **Start**? |
| The machine will not send anything. | • Make sure that the document is loaded face down.<br>• 'TX' should show up in the display.<br>• You may have hung up the handset *before* you pressed **Start**.<br>• Check the machine you are sending to, to see if it can receive your fax. |

| Symptom | Cause and Solution |
|---|---|
| You cannot poll another machine. | • The fax machine you are polling may be using a Poll Code. |
| The fax you receive has got blank spaces on it. | • The machine sending you the fax may be faulty.<br>• A noisy phone line can cause line errors.<br>• Check your machine by making a copy.<br>• The cartridge may be running out of ink. |
| Spots on or lines missing from the fax you receive. | • Check if your phone line is noisy.<br>• Check if the print head is clean by making a copy. |
| You are receiving poor-quality copies. | • The fax machine sending you a fax may have a dirty scan glass.<br>• Check for a noisy phone line. |
| Are some of the words on the fax you receive stretched? | • The machine sending you the fax had a temporary document jam. |
| There are lines on copies or documents you send. | • Check your scan glass for marks, and clean it. See page 3.12. |
| The machine dials a number, but fails to make a connection with another fax machine. | • The other fax machine may be turned off, out of paper, or cannot answer incoming calls. Speak with the other machine operator and ask them to sort out the problem. |
| You cannot store a document in memory. | • There may not be enough memory to hold the document you want to store. If the display shows a 'MEMORY FULL' message, delete any documents you no longer need from the memory, then reload the document. |
| Blank areas appear at the bottom of each page or on other pages, with only a small strip of text printed at the top. | • You may have chosen the wrong paper settings in the user options set up. See page 2.36 to choose the proper paper size. |

## *Print Quality Problems*

| Symptom | Cause and Solution |
|---|---|
| Light or blurred characters | • The print cartridge may be running out of ink. Replace the print cartridge. See page 3.18. The Status monitor shows the amount of ink left in the cartridge.<br><br>• Make sure that you are using the correct type of paper. Try another type of paper.<br><br>• You may be printing on the wrong side of the paper.<br><br>• The print cartridge may need cleaning. See 'Self Test' on page 1.12. |
| Smudged or dark characters | • Make sure that you are using the correct type of paper. Try another type of paper.<br><br>• Make sure that the paper is straight and unwrinkled.<br><br>• The print cartridge may need cleaning. See 'Self Test' on page 1.12. |
| Characters with white lines | • The print cartridge may be running out of ink. Replace the print cartridge. The Status monitor shows the amount of ink left in the cartridge.<br><br>• Remove and reinstall the print cartridge. See 'Replacing the Print Cartridge' on page 3.18.<br><br>• The print cartridge may need cleaning. See 'Self Test' on page 1.12.<br><br>• If printing on transparencies, try changing the fill pattern in your application software. |
| Characters improperly formed or not aligned correctly at left margin. | • The media is incorrectly loaded or is an unsupported size or type. For special media, it is recommended that you feed one sheet at a time.<br><br>• The print cartridge may need cleaning. See 'Self Test' on page 1.12.<br><br>• The print cartridge may be misaligned. See 'Cartridge Alignment' on page 3.21. |
| Vertical straight lines are not smooth in tables, borders, and graphs. | • The print cartridge may need cleaning. See 'Self Test' on page 1.12.<br><br>• The print cartridge may be misaligned. See 'Cartridge Alignment' on page 3.21. |

*Paper Feeding Problems*

| Symptom | Cause and Solution |
|---|---|
| Paper is jammed during printing. | Clear the paper jam. See page 3.3. |
| Paper sticks together. | • Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets.<br>• Make sure that you are using the correct type of paper.<br>• Remove paper from the bin, and flex or fan it.<br>• Humid conditions may cause some paper to stick together. |
| Paper fails to feed. | • Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets.<br>• Make sure that the envelope guide is not in the envelope position.<br>• Remove any obstructions inside the machine. |
| Multiple sheets of paper fed. | • Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets.<br>• Different types of paper may be stacked in the paper bin. Load paper of only one type, size, and weight.<br>• When loading paper, do not force the paper down into the machine.<br>• If multiple sheets have caused a paper jam, clear the paper jam. |
| Paper skews or buckles in the paper bin. | • Make sure that there is not too much paper in the bin. Depending on the thickness of your paper, the bin can hold up to 130 sheets.<br>• Make sure that the paper guide does not cause the paper to bow.<br>• Make sure that you are using the correct type of paper.<br>• When loading paper, do not force the paper down into the machine.<br>• Make sure that the right side of the paper is aligned with the right edge of the feeder, and the left paper guide is set against the left side of the paper.<br>• Make sure that the envelope guide is not in the envelope position. |

**3** Troubleshooting

*Scanning Problems*

| Symptom | Cause and Solution |
|---|---|
| You cannot scan a document into memory. | • Make sure that you load the document to be scanned into the document tray.<br>• There may not be enough available memory to store the document you want to scan.<br>• Print out any documents stored in memory.<br>• If there are any fax documents stored in memory waiting to be sent, wait until they are dispaged of. See page 2.22. |
| There is no document or the document is loaded improperly. | Insert the document properly and push it down until the machine grips the document. |

# *Maintenance*

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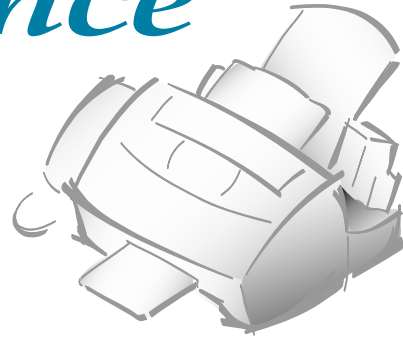
## Clearing Memory

You can selectively clear information stored in your machine's memory.

1. **Press Menu, then Memory Clear on the One-Touch keypad.**
   The display shows the options you can choose to clear:

   1. SYSTEM ID: your System ID number and name are cleared from the machine's memory.

   2. SYSTEM DATA: restores user-selectable options to the default value.

   3. DIAL/SCHEDULE: clears the One-Touch, Speed Dial, or Group dial numbers stored in memory. In addition, all the Schedule Job operations you have reserved are canceled.

   4. TX-RX JOURNAL: clears all records of transmissions & receptions.

3. **Move to the options by pressing ▼ or ▲ repeatedly, until you find the one you want to clear.**

4. **Press Enter.** The display asks you to confirm your selection.

5. **Press 1 to confirm.** Or use ◄ or ► to choose 'YES', then press **Enter**. The selected memory is cleared.

## Cleaning the Document Scanner

To keep your machine working properly, occasionally clean the White Roller, ADF rubber, and the scanning glass. If they are dirty, documents sent to another fax machine will not be clear.

*Do not turn the power off to clean the scanner, as documents stored in memory will be lost.*

**1. Open the control panel.**
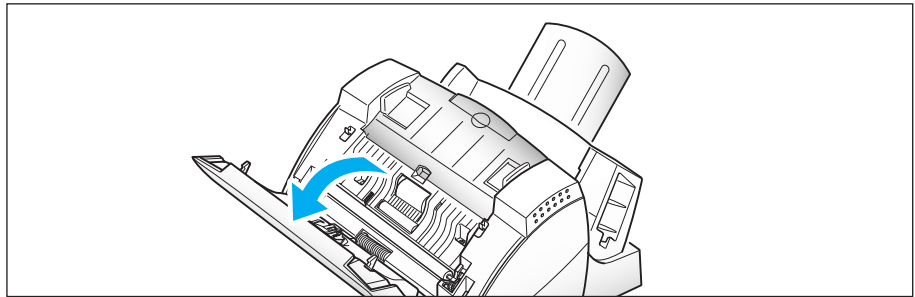
**2. Disassemble the White Roller as follows:**
Both ends of the White Roller have plastic bushings that are snapped shut with small tabs on them. Pull the bushing slightly inward (A) , then rotate (B) until it reaches the slot. Then pull the roller upward.
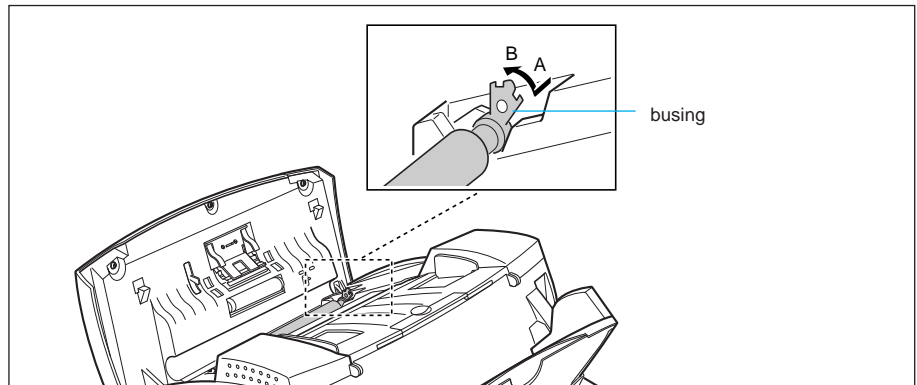
**3. Wipe the roller surface with a soft cloth dampened with water.**
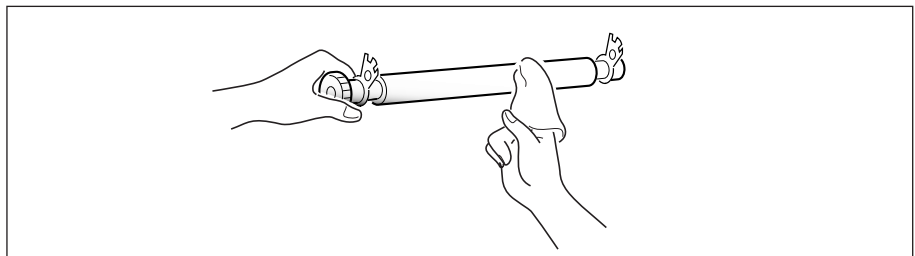
**4. Clean the ADF rubber piece also.**
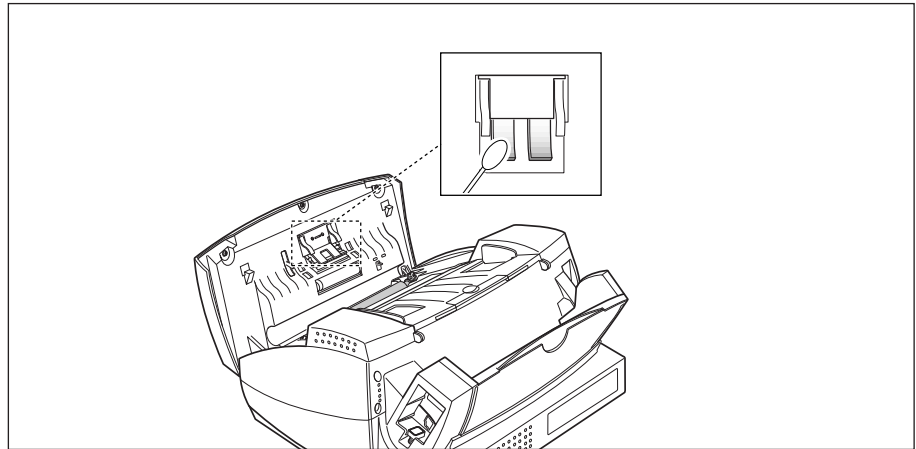
**5. Carefully wipe the scanning glass with a soft, dry cloth.**

If the glass is very dirty, first wipe it with a slightly dampened cloth, then with a dry one. Be careful not to scratch the glass surface.
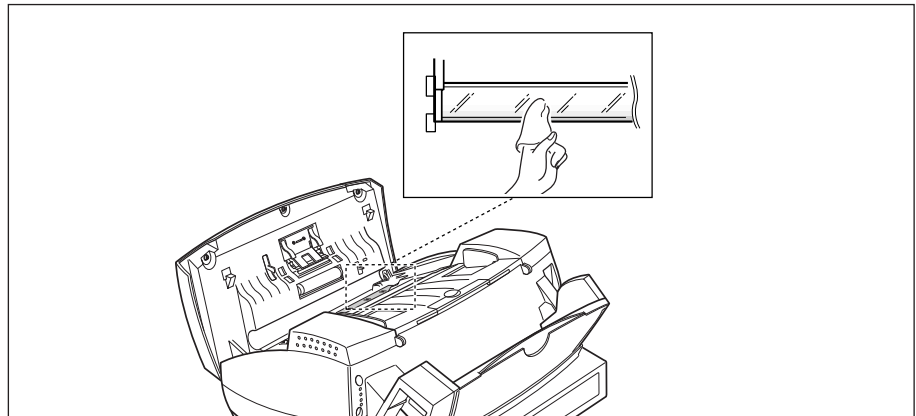
**6. Replace the roller in reverse order, and then close the control panel firmly until it clicks into place.**
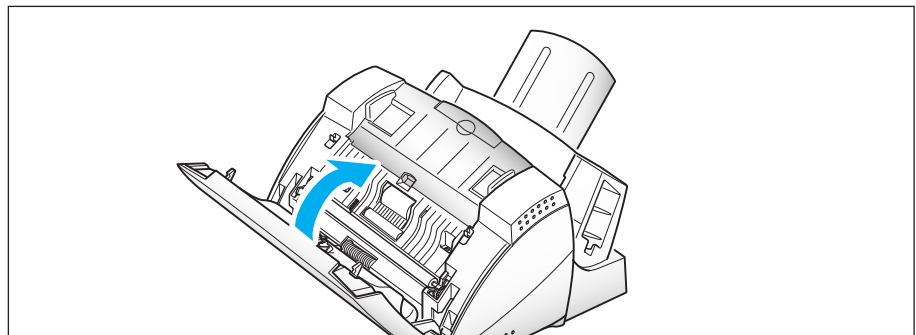
## Printer Cartridge Maintenance

To get maximum benefit from your print cartridges:

- Do not remove a print cartridge from its packaging until you are ready to install it.

- Do not refill print cartridge. The warranty will not cover damage caused by using refilled cartridges.

- Store the print cartridge in the same environment as the printer.

- Do not remove a print cartridge from the printer except to replace it, clean it, or switch between colour and black. Immediately replace the print cartridge or store it in the storage unit. The print cartridge will not print correctly if removed from the machine and left exposed for an extended period.

- When switching between colour and black print cartridge, store the unused cartridge in the print cartridge storage unit.

- If you have an opened print cartridge you are not currently using and do not have an available print cartridge storage unit, store it in an airtight plastic bag. Do not leave it exposed for an extended period.

## Wiping the Print Cartridge Nozzles and Contacts

If print quality does not improve after repeating the nozzle test, the problem may be caused by dried ink on the:

• Print cartridge nozzles.

• Print cartridge contacts.

• Print cartridge carrier contacts in the printer.

1. **Remove the print cartridge.** See "Replacing the Print Cartridge" on page 3.18.

2. **Use a clean cloth, dampened with water only, to gently clean the entire copper coloured area, including the nozzles and contacts.** To dissolve any dried ink, hold the damp cloth against the nozzles for about three seconds. Gently blot and wipe dry.



Nozzles
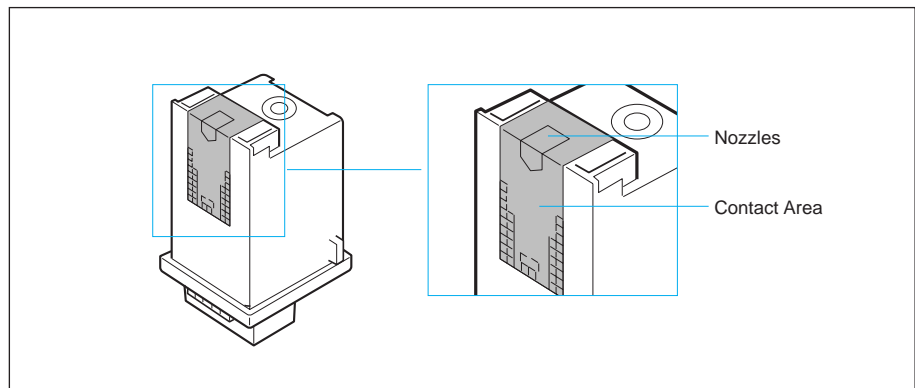
Contact Area

3. **Allow the copper-coloured area to dry, then reinstall the print cartridge and repeat the nozzle test.**

If the line is still broken, clean the print cartridge carrier contacts in your machine. See page 3.16.

## Cleaning Cartridge Carrier Contacts and Deflector

**1. Press the Cartridge button to move the print cartridge carrier to the load position.**

**2. Unplug the power cord from the electrical outlet or the rear of the machine.**
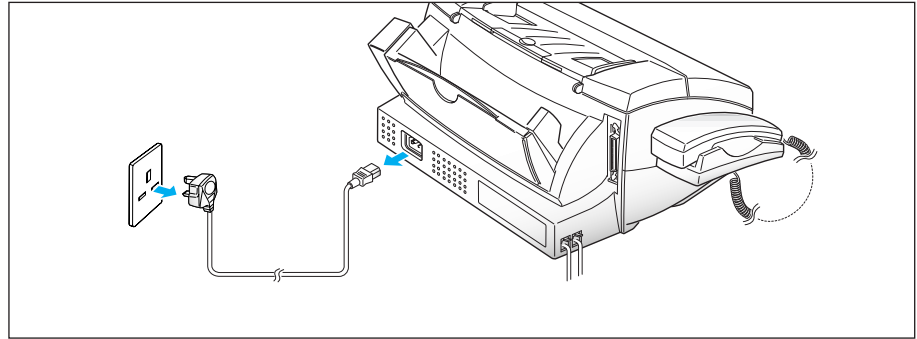


**3. Open the control panel and the cartridge compartment cover. Then, remove the print cartridge.**
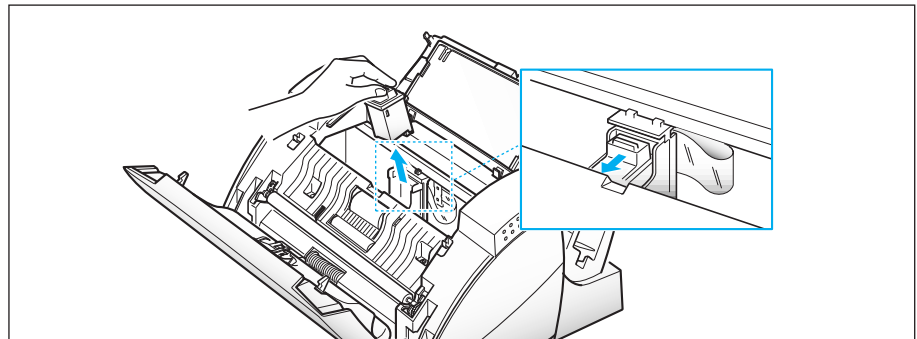


**4. Use a CLEAN, DRY CLOTH to clean the print cartridge carrier contacts inside the printer.**
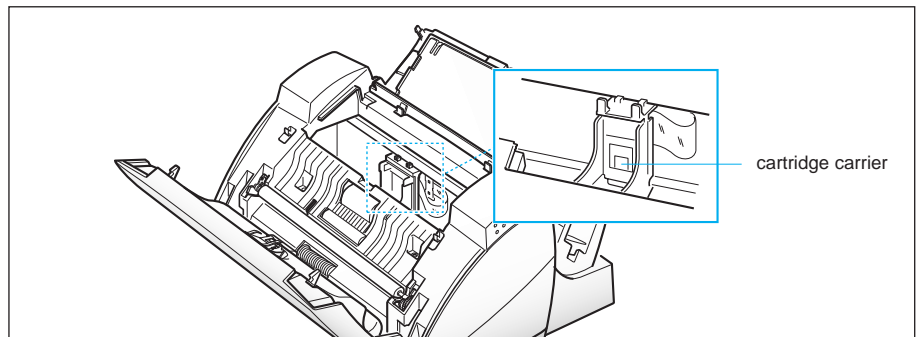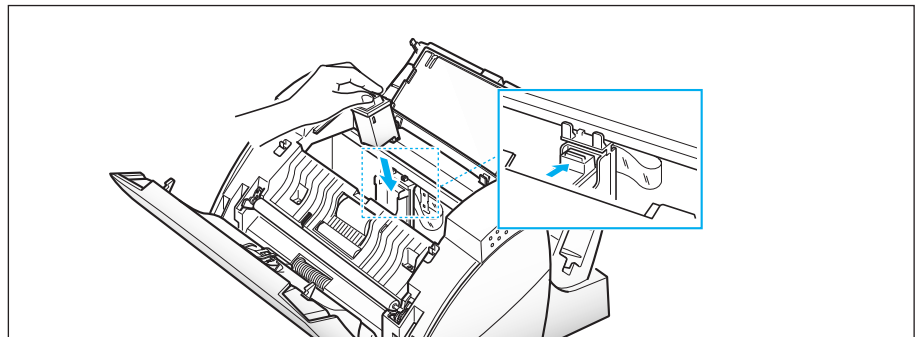


cartridge carrier

**5. Clean the carrier deflector inside the printer.**



carrier
deflector
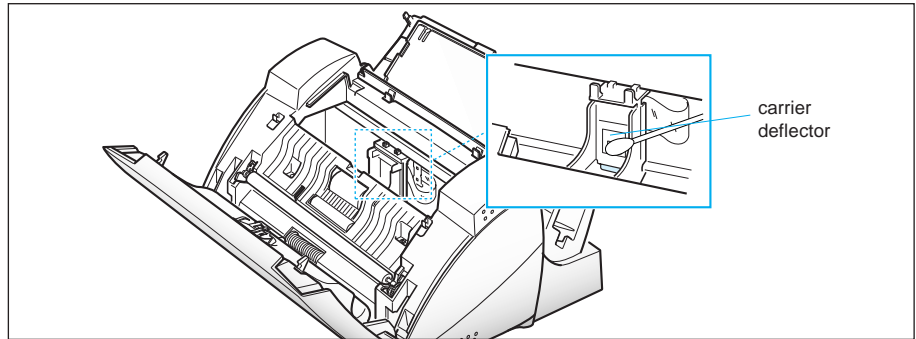
**6. Plug the power cord in.**
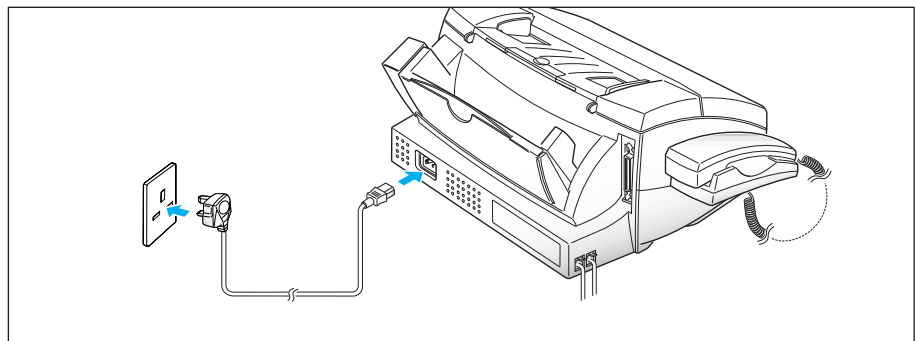


**7. Press the Cartridge button, and install the print cartridge.**

## Replacing the Print Cartridge

The print cartridge includes the ink supply and the printhead. Each time you replace the print cartridge, you are replacing the printhead as well.

When you notice that the print becomes light or 'INK LOW' appears in the display, replace your cartridge.

• A black print cartridge is provided with your machine.

• Your machine keeps separate ink supply counts.

• When you install a new print cartridge, you must select '1.NEW' in the display to reset the Ink Low counter. (See 'Installing Print Cartridge' on page 1.8.)

• If you are interrupted and leave the print carrier in the load position for more than 30 seconds, the print cartridge carrier moves to the Standby position.

To replace the print cartridge, perform the following steps:

1. **Press Cartridge on the control panel**. The display shows 'THE CARTRIDGE IS 1.NEW 2.USED' and the print cartridge moves to the load position.

2. **Open the Control Panel ① and the Cartridge Compartment Cover ②.**
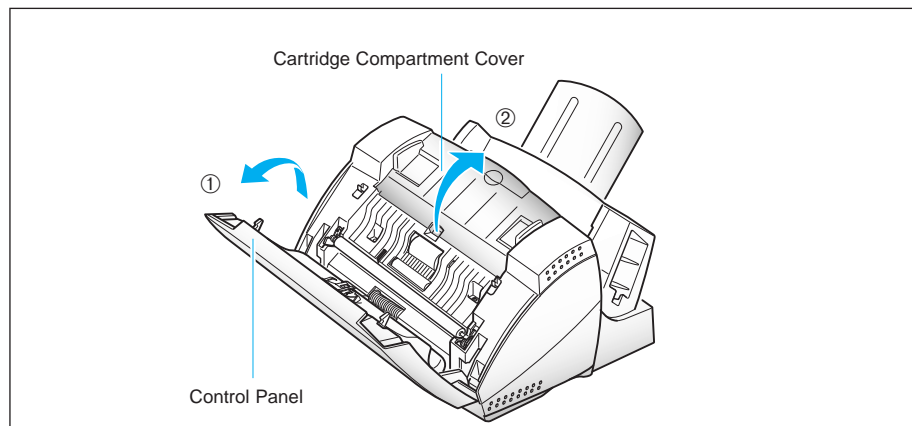
3. **Pull the print cartridge handle toward you until it clicks. Remove the print cartridge.**
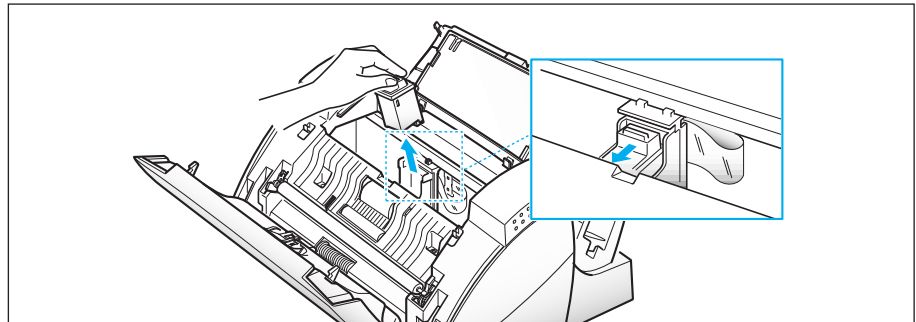


4. **Remove a new print cartridge from its packaging and carefully remove the tape covering the print head.** Hold the print cartridge by the coloured tab or black areas only. Do not touch the copper area.
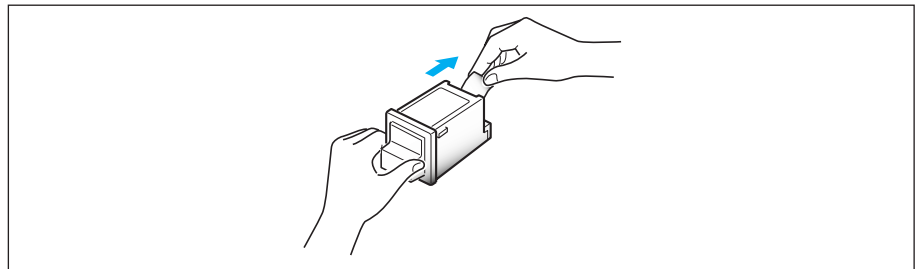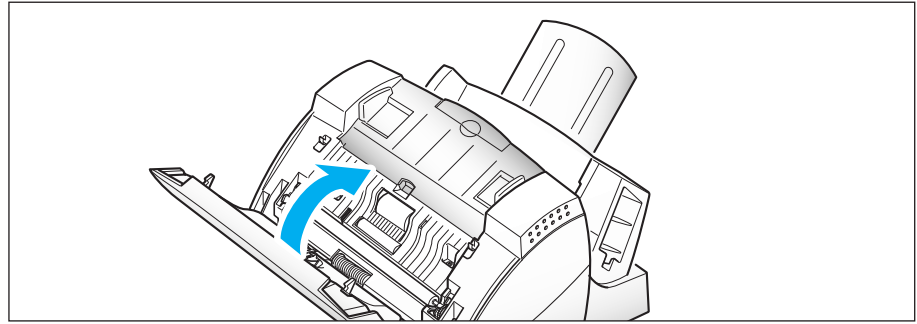


5. **Insert the print cartridge in the cartridge holder, then push the print cartridge firmly away from you, until it clicks into place.**

If the print cartridge moves loosely in the carrier, it has not clicked into place. Repeat this step.

Maintenance **3**.19
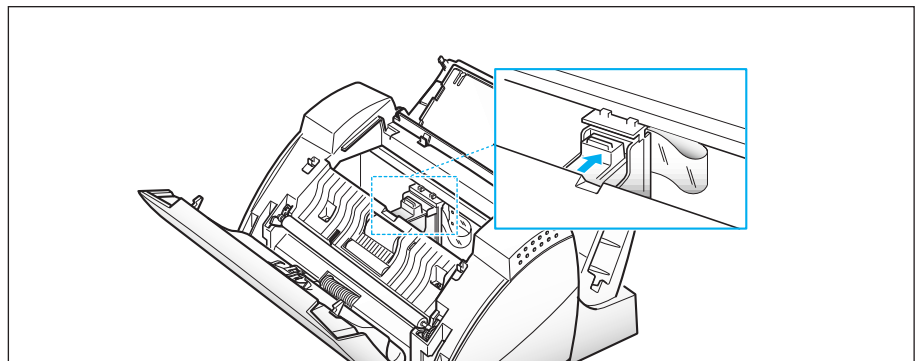
**6. Replace the Cover and the Control Panel.**



**7. Select '1.NEW' by pressing 1.**

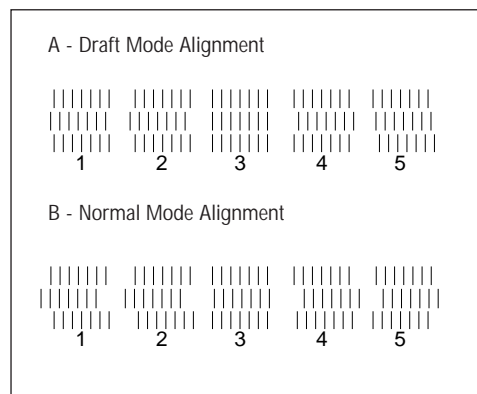The display briefly shows 'MONO INSTALLED', then the machine returns to Standby mode.

> • *When you install a new cartridge, you must select '1.NEW'. When you install a used cartridge, select '2.USED', which helps you monitor the amount of ink remaining. If you mix up several used cartridges, it will be difficult to check the amount of ink remaining. Once a new print cartridge is installed, use it until it has run out completely.*
>
> • *If the new cartridge does not give excellent printing quality, run 'Self-Test' on page 1.12.*

## Cartridge Alignment

You should print the alignment pattern if vertical lines or characters appear crooked. The alignment printing lets you straighten the vertical lines.

### On Your Machine Control Panel:

1. Press **Menu,** then press **System Setup** on the One-Touch keypad.

2. Press ▼ or ▲ repeatedly, until the display shows 'ARRANGE ALIGNMENT?'.

3. Press **Enter.** Alignment pattern is printed.

```
A - Draft Mode Alignment

|||||||  |||||||  |||||||   |||||||  |||||||
|||||||  |||||||  |||||||   |||||||  |||||||
|||||||  |||||||  |||||||   |||||||  |||||||
   1        2        3         4        5

B - Normal Mode Alignment

|||||||  |||||||  |||||||   |||||||  |||||||
|||||||  |||||||  |||||||   |||||||  |||||||
|||||||  |||||||  |||||||   |||||||  |||||||
   1        2        3         4        5
```

4. Examine the printed pattern, and select the closest straight line for Draft Mode and Normal Mode.

5. **Press the straight (or the closest) line number for Draft mode** when the display prompts you to enter number for DRAFT ALIGNMENT.

6. The display prompts you to enter number for NORMAL ALIGNMENT. **Press the straight (or the closest) line number for Normal Mode.**

7. The display asks if you want to repeat alignment. **If there are no lines straight, press 1 to select YES, and repeat the procedure until you get a straight line.**

8. **When alignment is complete, press 2 to select NO when the display shows 'REPEAT ALIGNMENT.'** The machine returns to Standby mode.

# *Appendix*

# Specifications

**Type of unit**
Inkjet Desktop Facsimile Transceiver

**Applicable line**
Public Switched Telephone Network (PSTN); PABX

**Compatibility**
ITU Group 3, ECM

**Data compression scheme**
MH/MR/MMR (ECM)

**Modem speed**
14400/12000/9600/7200/4800/2400 bps

**Scanning method**
Sheet-feed scanning using CIS

**Effective scanning width**
210 mm

**Effective recording width**
203 mm

**Reception memory**
1M byte (about 80 pages)

**Memory backup time**
30 minutes (min.)

**Input document size**
8.5 inch (216mm)

**ADF capacity**
30 sheets (0.004 in/20 lb)
20 sheets (0.003~0.0039 in/12.5~19.9 lb, 0.0041~0.005 in/21-28 lb)

**Paper feeder capacity**
Plain paper (20 lb)                approx. 130 sheets (13.5 mm Dummy)

**Power source**
220- 240V AC, 50-60 Hz

**Power consumption**
12 W (max.) in idle mode
32 W (max.) in print mode

**Dimension** (W x D x H)
365 mm x 355 mm x 193 mm

**Weight**
Approx. 5.3 kg

**Environmental conditions**
Temperature          16 - 32 degrees C (10 - 40 degrees C)
Humidity             8 - 80 % RH

**Print cartridge life**
Approximately 600 black pages at 4% coverage

**Print head nozzle**
208 nozzles for black

## Acceptable Documents for Faxing, Copying

| | | Single Sheet | 2 or More Sheets |
|---|---|---|---|
| Document Size | Max | 8.5 in. (W) ✕ 14 in. (L) (216 mm ✕ 356 mm) | 8.5 in. (W) ✕ 11.7 in. (L) (216 mm ✕ 297 mm) |
| | Min | 5.8 in. (W) ✕ 5.0 in. (L) (148 mm ✕ 128 mm) | |
| Effective Scanning Width | | 8.3 in. (210 mm) | |
| Number of sheets which can be loaded at a time | | — | Up to 30 |
| Thickness of document | | 0.003 to 0.006 in. (0.07 to 0.15 mm) | 0.003 to 0.0047 in. (0.07 to 0.12 mm) |
| Paper Quality | | Uncoated on both sides | |

## Important Notice

1. Approved for connection to telecommunication systems, specified in the instructions. For use subject to the conditions set out in the instructions.

   This apparatus has been approved for connection to the Public Switched Telephone Network (PSTN) provided by British Telecommunications P.L.C., and the Hull City Telephone Department.

2. The equipment is approved for connection to the PSTN or compatible PBX which supports DTMF or Loop Disconnect signalling.

3. This apparatus has been designed for use of the following:
   DTMF and Loop Disconnect signalling
   - Auto Dialling
   - Auto Answering
   - Series Connection
   - Call Progress Monitor

   Any other usage will invalidate the approval of the apparatus if, as a result, it then ceases to comply with the standard against which the approval was granted.

4. The connection to the telecommunications system must be unplugged before the earth is disconnected. The connection to the telecommunication system must not be hard wired.

5. This apparatus is not suitable as an extension to a pay phone, for use on shared service lines, or for use on 1+1 carrier systems.

6. Ringer Equivalence Number (REN)

   Every telephone or item of apparatus to be connected to the PSTN will have a REN. The maximum REN that you may have on any one line is 4. The REN of the SF4500 is 1. Any Terminal Equipment (TE) not marked with a REN is assumed to have a REN of 1.

7. Correct programming of stored numbers should be checked after initial programming or loss of power.

8. Make sure you have plugged in the machine.

9. When the external power source is disabled, the apparatus is not capable of indicating incoming calls.

10. The apparatus is capable of making outgoing calls to emergency services in the powered and unpowered modes of operations.

11. The apparatus should not be used in conjunction with other connected apparatus such that the aggregate voltage drops of all the apparatus, together with the volt are drop introduced at 40mA by any separate wiring that is used to link items of apparatus, exceeds 2.0 volts. The voltage drop of the SF4500 is 1.7 volts.

12. If appropriate extension wiring and/or sockets are not already installed, they must be installed:

    - By BT or
    - Where the extension wiring is not owned by BT, by the authorized maintainer of the PBX unless the authorized maintainer has been given 14 days written notice that the extension wiring and/or sockets are to be installed by another person and that period of notice has expired.

13. While operation of the series connection may be possible initially, changes or modernisation of the network taking place in the normal course of events may result in the TE being connected to a network service with which it was not desinged to be compatible. Failure of the TE to work under these circumstances may not be the fault of the network operator.

14. The principle types of apparatus with which the series apparatus is suitable for use will be simple telephone or answering machines. These will be used in conjunction with the TEL/FAX and ANS/FAX modes of operation.

15. If you attach any equipment to your fax machine it should not effect how safe it is, and the standard it was approved for, EN 60950.

16. If you are connected to a Private Branch Exchange, you normally have to press a digit to get an outside line. This number is usually '9'. You then dial as normal. If you need a pause, you should press it between the '9' and the phone numbers. Use the Tone Break Recall facility to transfer calls between phone extensions.

Appendix

# Replacing the Fitted Plug

## Important

The mains lead for this machine is fitted with a standard (BS 1363) 13 amp plug and has a 3 amp fuse. When you change or examine the fuse, you must fit the correct 3 amp fuse and fuse cover. If you have lost the fuse cover, do not use the plug until you get another fuse cover from the people you bought the machine from.

The 13 amp plug is the most widely used type in the UK and should be suitable. However, some buildings (mainly old ones) do not have normal 13 amp plug sockets. You need to buy a suitable plug adaptor. Do not remove the moulded plug.

### Warning

**If you cut off the moulded plug, dispose of it straight away.
You cannot rewire the plug, or you may get an electric shock if
you put it into a socket.**

Important warning: You must earth this machine

The wires in the mains lead have the following colour code.

Green and Yellow      : Earth
Blue                  : Neutral
Brown                 : Live

If the wires in the mains lead do not match the colours marked in your plug, do the following:

connect the green and yellow wire to the pin marked by the letter 'E', or by the safety 'Earth symbol' or coloured green and yellow or green.

connect the blue wire to the pin which is marked with the letter 'N' or coloured black.

You must connect the brown wire to the pin which is marked with the letter 'L' or coloured red.

You must have a 3 amp fuse in the plug, adaptor, or at the distribution board.

# Index

Appendix

# Guarantee

## Limited Guarantee:

We guarantee that this product has no faulty parts.

If the machine breaks down during the guarantee period and this is caused by improper workmanship or a fault, we will repair or replace the machine.

All repairs done under the guarantee must be done by a service centre we have authorised.

You must keep the receipt as proof when you buy the machine. You must give this receipt to the service centre if they ask for it.

## Exclusions:

This guarantee does not cover damage caused by:

- an accident;
- fire;
- flood;
- acts beyond our control;
- misusing the machine;
- using an incorrect line voltage ;
- not installing it properly;
- unauthorized repairs;
- using the machine to make a project; and
- damage that occurs when the machine is being transported.

The guarantee does not cover the machine's appearance, lamps and glass.

Any changes to the machine which are explained in the Guide to Using Your Samsung Fax are not covered under the terms of the guarantee. This guarantee will not apply if your machine does not have a serial number or the serial number is changed. This guarantee only applies to fax machines bought and used in the United Kingdom.

In very rare circumstances your phone line or electricity supply may be struck by lightning. If it is likely that there will be a thunder storm, disconnect your machine from the phone line and electricity supply.

**Samsung Electronics (UK) Ltd.**
**Stafford Park 12, Telford**
**Shropshire TF3 3BJ**